



Veronica Wolf Counseling, LLC

Phone: 531-600-9584

Fax: 531-329-6807

Email: veronica@veronicawolfcounseling.com

Website: www.veronicawolfcounseling.com

PRIVACY PRACTICES

Engaging in a therapeutic relationship with a mental health practitioner is an emotional journey that requires transparency and vulnerability. Your life, your experiences, and your medical information is very personal and I am committed to protecting your confidentiality.

The Health Insurance Portability and Accountability Act (HIPAA) establishes patient rights and protections associated with the use of Protected Health Information (PHI). HIPAA provides patient protections related to the electronic transmission of data, the keeping and use of patient records, and storage and access to health care records. HIPAA applies to all health care providers, including mental health care providers. Providers and health care agencies are required to provide patients a notification of their privacy rights as it relates to their health care records.

Federal law and the *ACA Code of Ethics* require me to provide this notice about my specific privacy practices and to ensure your PHI is kept confidential. I reserve the right to change this notice and will provide you a copy of a revised privacy notice upon request. It is vital for a client engaging in mental health therapy to understand protections HIPAA affords you as a patient, the disclosures of your PHI, and the restrictions/clarifications regarding your privacy. Please review this document carefully. If you have any questions about this document, please discuss those with me.

Clients of Veronica Wolf Counseling, LLC can expect their confidentiality will be kept with the following practical disclosures of your PHI:

Provision of Treatment- PHI may be disclosed to any individuals who are involved in a client's care to provide, coordinate, and manage treatment.

Arranging Payment- PHI may be disclosed to insurance companies and billing services so payment for treatment can be provided for the services a client receives.

Management of Treatment- PHI may be disclosed to support the business activities of Veronica Wolf Counseling, LLC.

Clients of Veronica Wolf Counseling, LLC can expect their confidentiality will be kept with the following restrictions/clarifications:

Abuse and Neglect- if the client discloses information about a child or vulnerable adult who is being abused or neglected, the therapist is legally obligated to make a report with Protective Services.

Duty to Warn- if the client discloses information that poses a threat to individuals and/or society, the therapist must ethically release this information to the appropriate persons.

Client Release of Information- if the client signs a release of information, the therapist will discuss relevant information with the individual and/or entity on the release.

Law Enforcement- if law enforcement officials seek access to a client's records for the purpose of responding to a crime or an emergency (as required by law or in compliance with a legal order) the therapist is required to share the client's records.

Medical Emergencies- if the client is in a medical emergency, the therapist may disclose information to relevant professionals to protect the client's health.

Court Subpoena of Records- if the court chooses to subpoena a client's records, the therapist is legally required to obey court orders.

Deceased Patients- if there is a legal mandate for a client's records be released after his or her death, the therapist may disclose this information to appropriate officials.

Involvement in Care- if the client is at risk of harm or in need of medical/mental health support, the therapist may include family members and/or other people in close relationship with the client in decision to protect the client's safety and overall wellbeing.

Consultation- if it is in the best interest of the client, the therapist may share aspects of a client's record to professionals (not limited to social workers, counselors, psychologists, psychiatrists, nurses, teachers, and doctors) for consultation purposes.

Legal Charges- if the client brings legal action upon the therapist and/or the LLC, the therapist may be required to disclose information about the client as it relates to the legal case.

Verbal Permission/Individuals in Session- if the client gives the therapist verbal permission and/or invites other individuals in to a session, consent is given to the therapist to discuss issues related to the client and to provide treatment.

Government Functions- if the United States Military, Department of State, and/or any national security agency seeks access of a client's records, the therapist is legally required to share the requested information.

Complaints- if any complaints are made with the Nebraska Licensing Board, the United States Department of Health and Human Services, and/or the National Association of Social Workers, the therapist may be required to disclosure information to respond to these complaints.

If you feel your privacy or confidentiality has been violated, you are encouraged to file a formal complaint in the following ways: 1) Email me directly at: veronica@veronicawolfcounseling.com. 2) Write the Nebraska Licensing Board at: DHHS Division of Public Health Investigations / 1033 O Street, Suite 500 / Lincoln NE 68508 or by calling them at (402) 471-0174. 3) Write the United States Department of Health and Human Services at: Secretary of Health and Human Services / 200 Independence Ave, S.W. / Washington D.C. 20201 or by calling them at (202) 619-0257.

I understand the privacy practices of Veronica Wolf Counseling, LLC.

Printed Client Name

Printed Guardian Name

Signature

Date

Signature

Date