



Moving Waters Counseling

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Bill of Rights

Consumers of marriage and family therapy services offered by marriage and family therapists licensed by the State of Minnesota have the right:

1. to expect that a therapist has met the minimal qualifications of training and experience required by state law;
2. to examine public records maintained by the Board of Marriage and Family Therapy which contain the credentials of a therapist;
3. to report complaints to the Board of Marriage and Family Therapy;
4. to be informed of the cost of professional services before receiving the services;
5. to privacy as defined by rule and law;
6. to be free from being the object of unlawful discrimination while receiving services;
7. to have access to their records as provided in Minnesota Statutes, section 144.291 to 144.298, except as otherwise provided by law or prior written agreement; and
8. to be free from exploitation for the benefit or advantage of a therapist.

NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please read it carefully.

INTRODUCTION

Each time you visit Moving Waters Counseling, a record of your visit is made. Typically, this record contains information regarding why you visited and what services were rendered. Information regarding assessment, diagnosis, treatment, and a plan for future treatment is often part of the record that is kept. This record will be created to provide you quality care and to comply with legal requirements. Moving Waters Counseling is committed to maintaining the privacy and security of your health information.

This notice is a summary of your rights, possible uses of your information, the responsibilities Moving Waters Counseling has regarding your health information, and how to report a problem. For more detailed information, please contact the office at 218-722-1920.

YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

Although the treatment record is the physical property of Moving Waters Counseling, the information in it belongs to you. You have the right to:

- Obtain a paper copy of this Notice of Privacy Practices on request.
- Review and obtain copies of your personal record, with the exception of psychotherapy notes.
- Request that your treatment record be amended if you feel that it is inaccurate or incomplete.
- Obtain an accounting of disclosures of your treatment record.
- Request a restriction on certain uses and disclosures of your information.
- Request that communications with you occur by alternative means or at alternative locations.
- Revoke your authorization to use or disclose your treatment record in the future.

HOW YOUR INFORMATION MAY BE USED OR DISCLOSED

Federal law allows for your information to be disclosed without your authorization in the following cases:

- Treatment-Your information may be exchanged with other agencies or service providers to ensure appropriate services or to gather information to determine the course of treatment that would work best for you.
- Payment-A bill may be sent to you or a third-part payer. This may include identifying information, your diagnosis or the treatment provided.
- Healthcare Operations-Your information may be used in office operations. Examples include reviewing treatment and assessing outcomes of services toward continued improvement of the quality and effectiveness of the services provided. Information may be used to determine additional services that may be offered, or how current services compare to other similar health care centers.
- As required by law-Sometimes reports including your health information must be made to legal authorities. For instance, we may have to report abuse, neglect, domestic violence, or respond to a court order.

Other disclosures will be made only with your written permission. If you give permission to disclose information, only the minimum amount necessary will be released. This permission may be revoked in writing at any time, after which no further disclosures will be made. Please understand that if any information has already been released, this cannot be undone.

OUR RESPONSIBILITIES

Moving Waters Counseling is required to:

- Provide this notice of our legal duties and privacy practices with respect to information about you.
- Maintain the privacy of information that identifies you.
- Follow the terms of this notice.
- Ensure that any business associates of Moving Waters Counseling that come in contact with your information follow this notice. (e.g. for billing purposes, or volunteers you allow to be involved while at the office)
- If these privacy practices change, an updated copy will be made available at the office.

FOR MORE INFORMATION OR TO REPORT A PROBLEM

If you have questions and would like additional information, please contact Dustin Holden at Moving Waters Counseling by calling 218-722-1920.

If you believe that your privacy rights have been violated, you may file a complaint in writing to Dustin Holden at Moving Waters Counseling, 324 W Superior Street Suite 1121 Duluth, MN 55802, or with the Secretary of the Department of Health and Human Services. **YOU WILL NOT BE PENALIZED FOR MAKING A COMPLAINT.**