



25 Clark Summit Drive, Ste. 103
Bluffton, SC 29910

843.473.8213 | Fax 843.582.0261
office@seagrasspsych.com

Health Insurance Portability Accountability Act (HIPAA)

Patient Rights & Clinician Duties

This document contains important information about federal law, the Health Insurance Portability and Accountability Act (HIPAA), that provides privacy protections and patient rights with regard to the use and disclosure of your Protected Health Information (PHI) used for the purpose of treatment, payment, and health care operations.

HIPAA requires that SEAGRASS PSYCHOEDUCATIONAL SOLUTIONS LLC (herein referred to as "SPS") provide you with a Notice of Privacy Practices (the Notice) for use and disclosure of PHI for treatment, payment and health care operations. The Notice explains HIPAA and its application to your PHI in greater detail.

The law requires that SPS obtain your signature acknowledging that SPS has provided you with this notice. If you have any questions, it is your right and obligation to ask so SPS can have a further discussion prior to signing this document. When you sign this document, it will also represent an agreement between you and SPS. You may revoke this Agreement in writing at any time. That revocation will be binding unless SPS has taken action in reliance on it.

LIMITS OF CONFIDENTIALITY

The law protects the privacy of all communication between a patient and clinician. In most situations, SPS can only release information about your treatment to others if you sign a written authorization form that meets certain legal requirements imposed by HIPAA. There are some situations where SPS is permitted or required to disclose information without either your consent or authorization. If such a situation arises, SPS will limit disclosure to what is necessary. Reasons SPS may have to release your information without authorization:

- If you are involved in a court proceeding and a request is made for information concerning your diagnosis and treatment, such information is protected by the clinician-patient privilege law. SPS cannot provide any information without your (or your legal representative's) written authorization, or a court order, or if SPS receives a subpoena of which you have been properly notified and you have failed to inform SPS that you oppose the subpoena. If you are involved in or contemplating litigation, you should consult with an attorney to determine whether a court would be likely to order SPS to disclose information.
- If a government agency is requesting the information for health oversight activities, within its appropriate legal authority, SPS may be required to provide it for them.
- If a patient files a complaint or lawsuit against SPS, we may disclose relevant information regarding that patient in order to defend the clinician/practice.
- If a patient files a worker's compensation claim, and SPS provides necessary treatment related to that claim, SPS must, upon appropriate request, submit treatment reports to the appropriate parties, including the patient's employer, the insurance carrier or an authorized qualified rehabilitation provider.

- SPS may disclose the minimum necessary health information to business associates that perform functions on our behalf or provide us with services if the information is necessary for such functions or services.

Business associates sign agreements to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.

There are some situations in which SPS is legally obligated to take actions, which we believe are necessary to attempt to protect others from harm, and we may have to reveal some information about a patient's treatment:

- If we know, or have reason to suspect, that a child under 18 has been abused, abandoned, or neglected by a parent, legal custodian, caregiver, or any other person responsible for the child's welfare, the law requires that we file a report with the South Carolina Abuse Hotline. Once such a report is filed, we may be required to provide additional information.
- If we know or have reasonable cause to suspect that a vulnerable adult has been abused, neglected, or exploited, the law requires that we file a report with the South Carolina Abuse Hotline. Once such a report is filed, we may be required to provide additional information.
- If we believe that there is a clear and immediate probability of physical harm to the patient, to other individuals, or to society, we may be required to disclose information to take protective action, including communicating the information to the potential victim, and/or appropriate family member, and/or the police or to seek hospitalization of the patient.

CLIENT RIGHTS AND CLINICIAN DUTIES

Use and Disclosure of Protected Health Information:

For Treatment – We use and disclose your health information internally in the course of your treatment. If we wish to provide information outside of our practice for your treatment by another health care provider, we will have you sign an authorization for release of information. Furthermore, an authorization is required for most uses and disclosures of process notes and psychological evaluations.

For Payment – We may use and disclose your health information to obtain payment for services provided to you (when billing insurance only).

For Operations – We may use and disclose your health information as part of our internal operations. For example, this could mean a review of records to assure quality. SPS may also use your information to tell you about services, educational activities, and programs that we believe might be of interest to you.

Patient's Rights:

Right to Treatment – You have the right to ethical treatment without discrimination regarding race, ethnicity, gender identity, sexual orientation, religion, disability status, age, or any other protected category. *Right to Confidentiality* – You have the right to have your health care information protected. If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. SPS will agree to such unless a law requires us to share that information.

Right to Request Restrictions – You have the right to request restrictions on certain uses and disclosures of protected health information about you. However, we are not required to agree to a restriction you request. *Right to Receive Confidential Communications by Alternative Means and at Alternative Locations* – You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations.

Right to Inspect and Copy – You have the right to inspect or obtain a copy (or both) of PHI. Records must

be requested in writing and release of information must be completed. Furthermore, there is a copying fee charge of \$1.00 per page. Please make your request well in advance and allow 2 weeks to receive the copies. If SPS refuses your request for access to your records, you have a right of review, which we will discuss with you upon request. *Right to Amend* – If you believe the information in your records is incorrect and/or missing important information, you can ask SPS to make certain changes, also known as amending your health information. You must make this request in writing. You must tell us the reasons you want to make these changes, and SPS will decide if it is and if we refuse to do so, we will tell you why within 60 days.

Right to a Copy of This Notice – If you received the paperwork electronically, you have a copy in your email. If you completed this paperwork in the office at your first session a copy will be provided to you per your request or at any time.

Right to an Accounting – You generally have the right to receive an accounting of disclosures of PHI regarding you. On your request, SPS will discuss with you the details of the accounting process.

Right to Choose Someone to Act for You – If someone is your legal guardian, that person can exercise your rights and make choices about your health information; SPS will make sure the person has this authority and can act for you before we take any action.

Right to Choose – You have the right to decide not to receive services with your clinician. If you wish, SPS will provide you with names of other qualified professionals.

Right to Terminate – You have the right to terminate therapeutic services with SPS/your clinician at any time without any legal or financial obligations other than those already accrued. We ask that you discuss your decision with your clinician in session before terminating or at least contact your clinician by phone to inform us you are considering terminating services.

Right to Release Information with Written Consent – With your written consent, any part of your record can be released to any person or agency you designate. Together, we will discuss whether or not we think releasing the information in question to that person or agency might be harmful to you.

Clinician's Duties:

SPS is required by law to maintain the privacy of PHI and to provide you with a notice of my legal duties and privacy practices with respect to PHI. SPS reserves the right to change the privacy policies and practices described in this notice. Unless we notify you of such changes, however, we are required to abide by the terms currently in effect. If SPS revises any policies and procedures, we will provide you with a revised notice in office during our session.

COMPLAINTS

If you are concerned that SPS/your clinician has violated your privacy rights, or you disagree with a decision that was made about access to your records, you may contact SPS, the State of South Carolina Department of Health, or the Secretary of the U.S. Department of Health and Human Services.

Acknowledgement of Receipt of Privacy Notice

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), you have certain rights regarding the use and disclosure of your protected health information. By checking the box below, you are acknowledging that you have received a copy of HIPAA Notice of Privacy Practices.

BY SIGNING I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.

Client Signature

Date