Logo, company name

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[Phone Number]

**NOTICE OF PRIVACY PRACTICES**

**Fellow Travelers Counseling & Consultation** (FTCC) is committed to maintaining the confidentiality of your mental health and financial information, which will be referred to here as “*personal* *information”*. Examples of your personal information include your name, Social Security number, address, telephone number, medical/psychosocial history, therapy records, claims information, etc. This Notice of Privacy Practices informs you about how FTCC may collect, use and disclose your personal information, and about your rights regarding that information. This Notice pertains to you and any dependents in counseling at FTCC.

MY RESPONSIBILITY TO PROTECT YOUR PERSONAL INFORMATION

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Fellow Travelers Counseling & Consultation **must take measures to protect the privacy of your personal information.**  For example, FTCC authorizes access to your personal information only to the extent necessary to conduct the business of serving you, such as paying your insurance claims. In addition, FTCC takes steps to secure client files and information from unauthorized access. FTCC will protect the privacy of your information even if you are no longer in treatment here.

HOW FTCC MAY COLLECT, USE AND DISCLOSE YOUR PERSONAL INFORMATION

FTCC collects your personal information from these sources: in the course of accepting referral information to assess your eligibility for services at FTCC; from you directly; and/or from individuals or agencies you specifically authorize to share information with FTCC to assure good coordination of care.

FTCC may use or disclose your personal information ***without***your specific authorization for the following purposes:

* Payment: FTCC may use and disclose personal information to process your insurance claims.

However, state laws may prohibit FTCC from disclosing certain types of sensitive personal

information about you to insurers or to members of your family without your

specific authorization.

* Consultation: One way FTCC assures that you receive the highest quality of care possible, is

through use of professional consultation. FTCC has agreements with its consultants that

require them to maintain the confidentiality of your personal information. FTCC has a

commitment to share as *little* personal information as possible when seeking consultation.

◦ Education/Training: FTCC is committed to helping educate others about the impact of traumatic events, and about treatment approaches that have been shown to be effective in reducing challenges and stigma. FTCC offers presentations to community groups, advanced clinical trainings for health professionals, and mentoring to graduate students and therapists. When using real-life situations to illustrate training concepts, FTCC omits your personal information, to maintain your privacy.

* As Required by Law: FTCC may use or disclose your personal information when required by

federal, state or local law. For example, FTCC may disclose personal information to a health

oversight agency, for activities such as audits, investigations, or related to licensure. Personal

information may also be disclosed in response to a court order or subpoena, or to law enforcement officials during certain investigations.

* Public Health and Safety: FTCC may disclose personal information about you to the extent

necessary to avert a serious and imminent threat to your health or safety or the health or

safety of others.

For all other purposes, FTCC will request your specific authorization in writing, which you may grant or reject. If granted, the authorization remains in effect for ninety (90) days, although you can revoke it at any time.

YOUR RIGHTS REGARDING PERSONAL INFORMATION

You have the following rights regarding personal information that we maintain about you:

* Inspection: You have the right to request inspection and to receive a copy of a record of your personal information.
* Amendment: If you feel the personal information that FTCC maintains about you is incorrect or incomplete, you have the right to request amendment to it.
* Restriction Request: You have the right to request a restriction or limitation on the personal information FTCC discloses about you for treatment, payment or coordination of your care. You also have the right to have disclosures of psychotherapy notes and marketing disclosures only on the basis of an authorization signed by you.
* Confidential Communications: You have the right to request that FTCC communicate with you about your treatment at a location that assures utmost privacy. For example, you may ask that FTCC only contact you at your work address/phone.
* Accounting of Disclosures: You have the right to an accounting of disclosures FTCC has made. The first list you request within a 12-month period will be free. For additional lists, FTCC may charge you a reasonable fee to cover copying and supply costs. All of these requests must be made in writing. FTCC will inform you in the event of a privacy breach.

LIMITS TO PRIVACY

In this digital age, people are communicating using many forms of technology, some of which are ***not*** 100% secure. Email, Skype, and text are not immune from breaches, even when your provider at FTCC takes the utmost care in protecting your privacy. Therefore, if you relay personal information with FTCC via these forms of communications, ***please be aware that you do so at your own risk***. If you would prefer to *not* communicate with FTCC via these means, please let your therapist know.

REPORTING A PROBLEM

If you believe your privacy rights have been violated, or if you disagree with a decision FTCC has made about a request, you may file a written complaint with FTCC or the Secretary of the Department of Health and Human Services (DHHS). You will not be penalized in any way if you file a complaint about FTCC’s privacy practices.

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