

## **Counseling For Growth, L.L.C.**

### **Client Rights**

This notice describes your rights as a client. Please review it carefully.

Effective 1 January 2007

As a client you have the following rights:

**The right to request where we contact you:** On the intake form, you will have a chance to identify where we may contact you (i.e. work, home, cell) and to provide that information.

**The right to release your medical records:** You have the right to dictate (with the exception of laws and other limitations as outlined in the Notice of Privacy Practice) where and to whom we release your records and/or information to. You also have the right to revoke (in writing) any previous authorization to release information. Please understand that we cannot take back information that you had previously authorized.

**The right to inspect and to receive a copy your medical billing records:** You have a right to inspect and to receive a copy of your medical billing records. Some requests may be denied by Counseling for Growth, L.L.C. and will be discussed further prior to any agreements. If you request copies of medical billing records, you will be charged 20 cents for every page copied to cover the costs of paper, ink, and time used to make such copies. Clients will be charged the postage fee plus \$25.00 for the time taken to go to the post office and mail the information.

**The right to add information or amend your medical records:** You may request to amend your records, however, not every request may be accommodated since Counseling for Growth, L.L.C. may deny such requests. If the request is denied, you will be allowed to consult with us as to the reason for the denial and to explore alternative means to meet your needs. Any requests to amend your records need to be in writing.

**The right to accounting of disclosures:** For a six year period beginning with date of compliance. Exceptions include: 1) disclosure for treatment, payment or healthcare operations; 2) disclosures pursuant to a signed release; 3) disclosures made to a client; 4) disclosures for national security or law enforcement.

**The right to request restrictions on uses and disclosures of your healthcare information:** 1) must be in writing; 2) you are not obligated to agree.

**The right to complain:** If a complaint arises, please discuss it with the employee(s) of Counseling for Growth, L.L.C. first to explore possible remedies. If you are not satisfied with the result of the possible remedies, you have the right to complain to the U.S. Department of Health and Human Services and/or to my licensing board (address provided on the informed consent form). Any rightful complaints that you file in regards to Counseling for Growth, L.L.C., will not be retaliated against by Counseling for Growth, L.L.C.

**The right to receive changes in policy:** You may request any future changes to the Privacy Practices and/or Client Rights policies of Counseling for Growth, L.L.C. in writing. Please make requests available (in writing) to Counseling for Growth, L.L.C.