

Counseling For Growth, L.L.C. Notice of Privacy Practices

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

Effective 1 January 2007

Counseling for Growth, L.L.C. only releases information in accordance with state and federal laws and the ethics of the counseling profession. This notice describes the policies of Counseling for Growth, L.L.C. related to the use and disclosure of client healthcare information.

Use and disclosure of protected health information for the purposes of providing services:

Providing treatment services, collecting payment and conducting healthcare operations are necessary activities for quality care. State and federal laws allow us to use and disclose your health information for these purposes.

Treatment: Counseling for Growth, L.L.C. will use and disclose health information to appropriate agencies/individuals when provided with written consent to release such information. Often, requests for release of information will be requested when needing to coordinate with other healthcare professionals in the implementation, coordination, or management of treatment, and/or the gathering of previous treatment information. Additionally, ethical and/or treatment consultation may be sought out, at which time your case may be discussed but not your personal information, except for situation of child abuse/neglect, elderly abuse/neglect, indications of harm to self or others, and when mandated by court through a subpoena. Be advised that referral sources for specialized mental health programs may require the transmission of your healthcare information.

Payment: Counseling for Growth, L.L.C. will use and disclose health information when verifying insurance information and coverage, processing claims and collecting fees. If delinquent on payments, you may receive a bill sent to the address you provide. The bill will specify the type of service you receive and the payment due. The envelopes used will not have any identifying information regarding the counseling practice nor my name in order to maintain confidentiality.

Healthcare Operations: Counseling for Growth, L.L.C. will use and disclose health information to insurance companies in order to have treatment procedures reviewed. Also, any agency/individual that you provide written consent for the release of information will receive healthcare operation information regarding your care (if specified). Employees of Counseling for Growth, L.L.C. will also have access to your records in order to provide appropriate coordination with third party payment and/or coordination of treatment/care. Any compliance and/or licenses sought out by Counseling for Growth, L.L.C. requiring the examination of our records may have access to your information.

Other uses and disclosures without your consent: As required by my licensing boards, codes of ethics, and Louisiana law, I am mandated to report any situation in which there is expressed or suspected threat to self or others, child abuse and/or neglect, elderly abuse and/or neglect, and emergency situations. If subpoenaed to attend court and testify in any manner, your healthcare information may be shared without your written consent. Additionally, if there is any criminal damage caused by you or your family, there may be a release of information without your consent. Any releases of information as required by law will be observed by Counseling for Growth, L.L.C. and its employees.