

Igneous Solutions

Michelle S. Albert, LPC, CSOTP, PLLC
Igneoussolutions.org
msatreatment@gmail.com
571-238-6762

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 May 30, 2014, **Michelle S. Albert, LPC** will only release information in accordance with state and federal laws and the ethics of the counseling profession. This notice describes **Michelle S. Albert, LPC** policies related to the use and disclosure of your healthcare information. Use and disclosure of protected health information (PHI) for the purpose of providing services, collecting payment and conducting healthcare operations are necessary for quality care. State and federal laws allow us to use and disclose your health information for these purposes.

For the purposes of this document, the term “use” applies only to activities within the practice such as audits and administrative services, and the term “disclosure” applies to activities outside the practice such as releasing, transferring or providing information about you to other parties.

Treatment: Your PHI may be used and disclosed to manage, provide or coordinate care. Examples of this type of disclosure are coordination with or referral to another healthcare provider.

Payment: PHI is regularly used and disclosed to health insurance companies to verify insurance coverage and benefits and to process claims and collect fees.

Healthcare Operations: Healthcare operations requiring the use and disclosure of PHI may include quality assessment and improvement activities such as audits, administrative services, licensing, certification or training.

Uses or Disclosure Not Requiring Consent

PHI may be used or disclosed in the following circumstances:

1. Mandated Reporting: I am a mandated reporter, meaning if I know or have reasonable cause to suspect child abuse, adult and/or domestic abuse or an imminent threat to health or safety of oneself or another, I am required by law to report these things to the proper authorities.

2. Emergency Situations: In the event of an emergency, I may use or disclose PHI to the appropriate parties.

3. Health and Oversight Activities: If the Commonwealth of Virginia Board of Counseling investigates me for any reason, I may be required to disclose PHI to the Board.

4. Judicial and Administrative Proceedings: If you are involved in a court proceeding and a request is made for information about the professional services I provided you and/or the records thereof, such information is privileged under Virginia law and I will not release information without the written authorization of you or your legally appointed representative *or a court order*. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court-ordered. You will be informed in advance if this is the case.

5. Worker's Compensation / EAP – If I am treating you for Worker's Compensation or EAP purposes, I must provide periodic progress reports, treatment records, and bills upon request to you, the VA Office of Hearings and Adjudications, your employer, or your insurer, or their representatives.

I, _____, a client of **Michelle S. Albert, LPC, PLLC**, have received the Notice of Privacy Practices from **Michelle S. Albert, LPC, PLLC**. I have been informed that should I have questions regarding this Privacy Policy or do not understand information in this Notice that I may direct these questions to **Michelle S. Albert, LPC, PLLC**

Client Signature

Date