

### Notice of Privacy Practices – Brief Version

The Health Insurance Portability & Accountability Act of 1996 ("HIPAA") is a federal program that requires that all psychological records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally are kept properly confidential. This Act gives you, the patient, significant new rights to understand and control how your health information. As required by "HIPAA", we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use or disclose your health information.

We may use and disclose your records only for each of the following purposes: treatment, payment and health care operations.

Treatment: providing, coordinating, or managing health care and related services by one or more health care providers. Examples include: therapy sessions.

Health care operations: the business aspects of running our practice, such as conducting quality assessment/improvement activities, auditing functions, cost-management analysis and customer service. Examples include: internal quality assessment reviews.

We may also create and distribute de-identified health information by removing all references to individually identifiable information. We may contact you to provide appointment reminders of information about treatment alternatives or other health-related benefits and services that may be of interest to you. Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing, and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive an accounting of disclosures of protected health information.
- The right to obtain a paper copy of this notice from us upon request.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of April 14, 2003 and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practices from this office. You have recourse if you feel that your privacy protections have been violated. You have the right to file written complaint with our office, or with the Department of Health & Human Services, Office of Civil Rights, about violations of provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint. Please contact us for more information or to file a complaint/more information about HIPAA:

The U.S. Department of Health & Human Services Office of Civil Rights  
200 Independence Avenue, S.W.  
Washington, D.C. 20201

202-619-0257 or Toll Free 877-696-6775