



New Client Information Regarding HIPAA

This notice describes how medical information may be used and disclosed and how you may access this information. Please review it carefully.

This notice is provided to you pursuant to the Health Insurance Portability and Accessibility Act of 1996 and its implementing regulations (HIPAA). It is designed to tell you how we may, under federal law, use or disclose your Health Information.

1. We may use or disclose your health information for purposes of treatment, payment or healthcare operations without obtaining your prior authorization, and here is an example.
 - a. Our billing department may access your information and send relevant parts to other insurance companies to allow us to be paid for the services we render to you.
2. We may also use or disclose your Health Information under the following circumstances without obtaining your prior authorization:
 - a. To notify and/or communicate with your family. Unless you tell us you object, we may use or disclose your Health Information in order to notify your family or assist in notifying your family, your personal representative or another person responsible for your care about your location, your general condition or in the event of your death. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in any communications with your family and others.
 - b. For Health Oversight Activities. We may use or disclose your Health Information to health agencies during the course of audits, investigations, certification and other proceedings.
 - c. In response to Subpoenas or for Judicial and Administrative Proceedings. We may use or disclose your Health Information in the course of any administrative or judicial proceeding. However, in general, we will attempt to ensure that you have been made aware of the use or disclosure of your Health Information prior to providing it to another person.
 - d. For Concerns of Abuse or Neglect. We may disclose your Health Information to a public health authority that is authorized by law to receive reports of abuse or neglect. In addition, we may disclose your Health Information if we believe that you have been a victim of abuse, neglect, or domestic violence to the governmental entity or agency authorized to receive such information. In this case, the disclosure will be made consistent with the requirements of applicable federal and state laws.
 - e. To Law Enforcement Personnel. We may use or disclose your Health Information to a law enforcement official to identify or locate a suspect, fugitive, material witness or missing person, comply with a court order or subpoena and other law enforcement purposes.
 - f. To Coroners and Funeral Directors. We may use or disclose your Health Information for purposes of communicating with coroners, medical examiners and funeral directors.
 - g. To Aid Specialized Government Functions. If necessary, we may use or disclose your Health Information for military or national security purposes.
 - h. For Worker's Compensation. We may use or disclose your Health Information to company with worker's compensation laws.
 - i. To Correctional Institutions or Law Enforcement Officials, if you are an inmate.

3. For all other circumstances, we may only use or disclose your Health Information after you have signed an authorization.
 - a. If you authorize us to use or disclose your Health Information for another purpose, you may revoke your authorization in writing at any time.
4. You should be advised that we may also use or disclose your Health Information for the following purposes:
 - a. Appointment Reminders. We may use your Health Information in order to contact you to provide appointment reminders or to give information about treatments or health-related benefits and services that may be of interest to you.
 - b. Change of Ownership. In the event that our entity is sold or merged with another organization, your Health Information/record will become the property of the new owner.
 - c. Providing Information to our plan sponsor (if a health plan). We may disclose your Health Information to our plan sponsor.

5. Your Rights

- a. You have the right to request restrictions on the uses and disclosures of your Health Information. However, we are not required to comply with your request.
- b. You have the right to receive your Health Information through confidential means through a reasonable alternative means or at an alternative location.
- c. You have the right to inspect and copy your Health Information made by use, except that we do not have to account for disclosures: authorized by you; made for treatment, payment, healthcare operations; provided to you; provided in response to an Authorization; made in order to notify and communicate with family; and/or for certain government functions, to name a few.
- d. You have a right to a paper copy of this Notice of Privacy Practices. If you would like to have a more detailed explanation of these rights or if you would like to exercise one of more of these rights, contact Carolyn Madison at 402-540-1693.

6. Our Duties

- a. We are required by law to maintain the privacy of your Health Information (and to provide you with a copy of this Notice upon request).
- b. We are also required to abide by the terms of this Notice.
- c. We reserve the right to amend this Notice at any time in the future and to make the new Notice provisions applicable to all your Health Information even if it was created prior to the change in the Notice. If such amendment is made, we will immediately display the revised Notice at our office and provide you with a copy of the amended Notice. We will also provide you with a copy, at any time, upon request.

7. Complaints to the Government

You may make complaints to the Secretary of the Department of Health and Human Services if you believe your rights have been violated. We promise not to retaliate against you for any complaint you make to the government about our privacy practices.

8. Contact Information

You may contact us about our privacy practices by calling the Privacy Officer,

Carolyn Coffey
Chapters Counseling, LLC
1919 S. 40th St. Suite 300D
Lincoln, NE 68506
Telephone: 402-540-1693

You may contact the DHHS at:

U.S. Department of Health and Human Services
200 Independence Avenue, SW, Washington DC, 20201
Telephone: 202-619-0257, Toll Free: 1-877-696-6775

Receipt of Notice of Privacy Practices (HIPAA)

Under the Health Insurance Portability and Accessibility Act of 1996, I have a right to review the privacy practices of Chapters Counseling, LLC. I have received, read, and understand the Notice of Privacy Practice.

Signature: _____ Date: _____

