

Hope Crossing Christian Counseling, Inc.

Effective August 1, 2008

This notice describes the Privacy Practices followed by our staff. This notice applies to the information and records we have about your health, health status, and the mental health services you receive at this office.

Treatment:

We may use or disclose treatment information about you to provide, coordinate, or manage your health care or any related services, including sharing information with others outside Hope Crossing Christian Counseling, Inc. that we are consulting with or referring you to (doctors, hospitals, etc.).

Payment:

We may use or disclose health information about you so that the treatment and services you receive at Hope Crossing Christian Counseling, Inc. may be billed to and payment may be collected from you, an insurance company, or a third party - or so you can be reimbursed by your health plan for services you paid us for. We may also tell your health plan about a treatment you are going to receive to obtain prior approval, or to determine whether your plan will cover the treatment.

Mental Health Care Operations:

We may use and disclose health information about you in order to run our office and make sure that you and our other clients receive quality care. For example, we may use your health information to evaluate the performance of your staff in caring for you, or to help us decide what additional services we should offer, or how we can become more efficient, or whether certain treatments are effective.

Appointments:

We may contact you as a reminder that you have an appointment for treatment or medical care at the office. Please advise our office if your voice mail is NOT private and you do not wish to receive such reminders.

Information Disclosed Without Your Consent

Emergencies:

We may use or disclose health information about you when addressing an immediate emergency you are facing, in order to prevent a serious threat to yourself or others.

Required By Law:

We will disclose health information about you when required to do so by federal, state or local law - such as a communicable disease or suspected abuse and/or neglect of a child or elder. We will make every attempt to inform you in advance of this legal release of your information.

Coroners/Medical Examiners

We are required to disclose information about the circumstances of your death to a coroner who is investigating it.

Hope Crossing Christian Counseling, Inc.

Military/Veterans/National Security and Intelligence/Government

We may be required by military command or government authorities to release information about you - including, but not limited to, audits, investigations, inspections, licensure, military clearances, etc.

Workers' Compensations/Disability/Medicare

We may release health information about you for workers' compensation or disability claims. These programs provide benefits for work-related injuries or illnesses.

Criminal Activity or Danger to Others

If a crime is committed on our premises or against our personnel we may share information with law enforcement to apprehend the criminal. We also have the right to involve law enforcement when we believe an immediate danger may occur to someone.

Family and Friends, Minors and Parents

We may disclose health information about you to your family members or friends if we obtain your verbal or written agreement to do so - or if we give you opportunity to object to such a disclosure and you do not raise an objection. We may also disclose health information to your family or friends if we can infer from the circumstances, based on our professional judgment that you would not object - for example, we may assume you agree to our disclosure of your personal health information to your spouse with you into the treatment session or when a treatment is discussed.

In situations where you are not capable of giving your consent (in the event you are incapacitated) we may, using our professional judgment, determine that a disclosure to your family member or friend is in your best interest.

If clients are under 18 years of age, and not yet legally emancipated, they should be aware that the laws allow parents to examine their child's treatment records, unless the provider believes that such review would be harmful to the patient and to his/her treatment. Because privacy in counseling is often crucial to successful progress, particularly with teenagers, we may request an agreement from parents that they consent to give up their access to their child's records. If a client is under-age and their parents agree, providers may provide them only with general information about the progress of treatment and the client's attendance at scheduled sessions. Treatment summaries may also be provided upon request. Any other communications will require the client's written authorization, unless the provider determines that the client may be in danger or could be a danger to someone else. In such cases, the provider may then notify parents and/or legal guardians, as needed and required by law. Before providing any information to parents or guardians, providers discuss the need to do so with the client and, if possible, under the circumstances to respond to any objections brought up by the client.