WISE PSYCHOLOGICAL SERVICES, LLC

1200 EAST WOODHURST T300

SPRINGFIELD, MO 65804

**Notice of Psychologists' Policies and Practices to Protect the Privacy of Your Health Information**

THIS NOTICE DESCRIBES HOW PSYCHOLOGICAL AND MEDICAL INFORMATION ABOUT YOU MAY BE USED ANDDISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

1. **Uses and Disclosures for Treatment, Payment, and Health Care Operations**

I may use or disclose your protected health information (“**PHI**”), for treatment, payment, and health care operations purposes with your consent. To help clarify these terms, here are some definitions:

* ***PHI***: Information in your health record that could identify you.
* ***Treatment***: Occurs when I provide, coordinate or manage your health care and other services related to your health care. An example of treatment would be when I consult with another health care provider, such as your family physician or another psychologist.
* ***Payment***: When I obtain reimbursement for your healthcare. Examples of payment are when I disclose your PHI to your health insurer to obtain reimbursement for your health care or to determine eligibility or coverage.
* ***Health Care Operations***: Activities that relate to the performance and operation of my practice. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.
* ***Use***: Applies only to activities within my practice, such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
* ***Disclosure***: Applies to activities outside of my practice, such as releasing, transferring, or providing access to information about you to other parties.

1. **Uses and Disclosures Requiring Authorization**

I may use or disclose PHI for purposes outside of treatment, payment, and health care operations when your appropriate authorization is obtained. An "authorization" is written permission above and beyond the general consent that permits only specific disclosures. In those instances when I am asked for information for purposes outside of treatment, payment and health care operations, I will obtain an authorization from you before releasing this information. I will also need to obtain an authorization before releasing your psychotherapy notes. "Psychotherapy notes" are notes I have made about our conversation during a private, group, joint, or family counseling session, which I have kept separate from the rest of your medical record. These notes are given a greater degree of protection than PHI.

You may revoke all such authorizations at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) I have relied on that authorization or (2) if the authorization was obtained as a condition of obtaining insurance coverage and the law provides the insurer the right to contest the claim under the policy.

1. **Uses and Disclosures with Neither Consent nor Authorization**

I may use or disclose PHI without your consent or authorization in the following circumstances:

* ***Child Abuse*:** If I know, or have reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver or other person responsible for the child's welfare/ the law requires that I report such knowledge or suspicion to the Missouri Department of Economic Security, Child Protective Services or other authorities.
* ***Adult and Domestic Abuse*:** If I know, or have reasonable cause to suspect, that a vulnerable adult (disabled or elderly) has been or is being abused, neglected, or exploited, I am required by law to immediately report such knowledge or suspicion to the Missouri Department of Economic Security, Adult Protective Services or other authorities.
* ***Health Oversight*:** If a complaint is filed against me with the Missouri Board of Psychologists (“**Board**”), the Board has the authority to subpoena confidential mental health information from me relevant to that complaint.
* ***Judicial or Administrative Proceedings***: If you are involved in a court proceeding and a request is made for information about your diagnosis or treatment and the records thereof, such *information* is privileged under state law, and I will not release information without the written authorization of you or your legal representative, or a subpoena of which you have been property notified and you have failed to inform me that you are opposing the subpoena or a court order. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court or administrative agency ordered.
* ***Serious Threat to Health or Safety***: When you present a clear and immediate probability of physical harm to yourself, to other individuals, or to society, I may communicate relevant information concerning this to the potential victim, appropriate family member, law enforcement agency or other appropriate authorities.
* ***Worker's Compensation***: If you file a worker's compensation claim, I must, upon request of your employer, the insurance carrier, an authorized qualified rehabilitation *provider,* or the attorney for the employer or insurance carrier, furnish your relevant records to those persons.

1. **Patient's Rights and Psychologist's Duties**

**Patient's Rights:**

* ***Right to Request Restrictions***: You have the right to request restrictions on certain uses and disclosures of protected health information about you. However, I am not required to agree to a restriction you request
* ***Right to Receive Confidential Communications by Alternative Means and at Alternative Locations***: You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations. (For example, you may not want a family member to know that you are seeing me. Upon your request, I will send your bills to another address.)
* ***Right to Inspect and Copy***: You have the right to inspect or obtain a copy (or both) of PHI in my mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. On your request, I will discuss with you the details of the request process.
* ***Right to Amend***: You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. I may deny your request. On your request, I will discuss with you the details of the amendment process.
* ***Right to an Accounting***: You generally have the right to receive an accounting of disclosures of PHl regarding you. On your request, I will discuss with you the details of the accounting process.
* ***Right to a Paper Copy***: You have the right to obtain a paper copy of the notice from me upon request even if you have agreed to receive the notice electronically.

**Psychologist's Duties:**

* I am required by law to maintain the privacy of PHI and to provide you with a notice of my legal duties and privacy practices with respect to PHI.
* I reserve the right to change the privacy policies and practices described in this notice. Unless I notify you of such changes, however, I am required to abide by the terms currently in effect.
* If I revise my policies and procedures, I will provide you with the revised policy by mail at the address you provide.

V. **Questions and Complaints**

If you have questions about this notice, disagree with a decision I make about access to your records, or have other concerns about your privacy rights, you may contact me directly. If you believe that your privacy rights have been violated and wish to file a complaint with me or my office, you may send your written complaint to me at: 1200 East Woodhurst T300, Springfield, MO, 65804.

VI. **Effective Date, Restrictions, and Changes to Privacy Policy**

This notice is effective as of June 1, 2019. I reserve the right to change the terms of this notice and to make the new notice provisions effective for all PHI that I maintain. I can provide you with any revised notice by request at the time of your next office visit.

I have received a copy of Wise Psychological Services, LLC’s, “Notice of Psychologist’s Policies and Practices to Protect the Privacy of Your Health Information” consistent with the Health Insurance Portability and Privacy Act (HIPPA). My signature below indicates I have reviewed this.

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**Patient’s Name Date of Birth**

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**Signature Date**