

Health Insurance Portability and Accountability Act of 1996 ("HIPAA")

This information applies to Compassionate Heart Counseling dba Cognitive Corner Counseling

Information regarding your health care, including payment for health care, is protected by two federal laws: the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 42 U.S.C. § 1320d et seq., 45 C.F.R. Parts 160 & 164, and the Confidentiality Law, 42 U.S.C. § 290dd-2, 42 C.F.R. Part 2. Under these laws, Compassionate Heart Counseling may not say to a person outside Cognitive Corner Counseling that you attend any outpatient Clinic program, nor may Compassionate Heart Counseling disclose any information identifying you as an alcohol or drug abuser, or disclose any other protected information except as permitted by federal law.

Cognitive Corner Counseling Outpatient Clinic must obtain your written consent before it can disclose information about you for payment purposes. For example, Compassionate Heart Counseling must obtain your written consent before it can disclose information to your health insurer to be paid for services. Generally, you must also sign a written consent before Compassionate Heart Counseling can share information for treatment purposes or for health care operations. However, federal law permits Compassionate Heart Counseling to disclose information without your written permission:

- ❖ Pursuant to an agreement with a qualified service organization/business associate.
- ❖ For research, audit or evaluations;
- ❖ To report a crime committed on Compassionate Heart Counseling premises or against Cognitive Corner Counseling Outpatient Clinic personnel;
- ❖ To medical personnel in a medical emergency
- ❖ To appropriate authorities to report suspected child abuse or neglect;
- ❖ As allowed by a court order.

For example, Compassionate Heart Counseling can disclose information without your consent to obtain legal or financial services, or to another medical facility to provide health care to you, if there is a qualified service organization/business associate agreement in place.

Before Compassionate Heart Counseling can use or disclose any information about your health in a manner which is not described above, it must first obtain your specific written consent allowing it to make the disclosure. Any such written consent may be revoked by you in writing.

● Your Rights

Under HIPAA you have the right to request restrictions on certain uses and disclosures of your health information. Compassionate Heart Counseling is not required to agree to any restrictions you request, but if it does agree then it is bound by that agreement and may not use or disclose any information which you have restricted except as necessary in a medical emergency.

You have the right to request that we communicate with you by alternative means or at an alternative location. Compassionate Heart Counseling will accommodate such requests that are reasonable and will not request an explanation from you. Under HIPAA you also have the right to inspect and copy your own health information maintained by Compassionate Heart Counseling, except to the extent that the information contains psychotherapy notes or information compiled for use in a civil, criminal or administrative proceeding or in other limited circumstances.

Under HIPAA you also have the right, with some exceptions, to amend health care information maintained in Compassionate Heart Counseling records, and to request and receive an accounting of disclosures of your health-related information made by Compassionate Heart Counseling during the six years prior to your request. You also have the right to receive a paper copy of this notice.

- **Cognitive Corner Counseling Outpatient Clinic Duties**

Compassionate Heart Counseling is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. Compassionate Heart Counseling is required by law to abide by the terms of this notice. Compassionate Heart Counseling reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information it maintains. In the event that we do change the terms of the notice of our privacy practices, we will mail you a revised copy and / or will make available the revised copy on our website. Current copies of the Notice of Privacy Practices are also available at all Compassionate Heart Counseling.

- **Complaints and Reporting Violations**

You may complain to Compassionate Heart Counseling and the Secretary of the United States Department of Health and Human Services if you believe that your privacy rights have been violated under HIPAA. Violation of the Confidentiality Law by a program is a crime. Suspected violations of the Confidentiality Law may be reported to the United States Attorney in the district where the violation occurs.