



TRAILHEAD
COUNSELING
MINDFULNESS • INTEGRATION • REGRESSION

HIPAA SHORT FORM NOTICE OF PRIVACY PRACTICES

We understand that information about you and your mental health is personal. We are committed to protecting that information. During your treatment with us, we create two records, a Clinical Record and Psychotherapy Notes. The Clinical Record helps to provide you with quality care and to comply with certain legal requirements. The Psychotherapy Notes are kept in a separate file and are for the therapist's own use. These notes are designed to assist in providing you a high quality clinical experience during the therapy process. These notes are not released unless specifically authorized by you on a separate release. This Notice applies to any records generated by this office and will explain how we use and disclose your health information, your rights to the health information we keep about you, and describe the obligations we have regarding the use and disclosure of your health information.

We are required by law to:

- Make sure that health information that identifies you is kept private
- Give you this Notice and follow the terms of the Notice that is currently in effect

How we may use and disclose health information about you

- For treatment
- For payment
- For health care operations
- For medical emergencies
- For appointment reminders
- As required by law
- To avert a serious threat to health and safety
- Lawsuits and disputes

Your rights regarding health information about you:

- Right to inspect and copy
- Right to amend
- Right to revoke an authorization
- Right to file a complaint
- Right to request restrictions
- Right to request confidential communications
- Right to an accounting of disclosures
- right to provide authorization for other uses
- right to a copy of this notice
- Right to a copy of the long notice upon request

Electronic Records:

We protect your Electronic Personal Health Information (e-PHI) with reasonable administrative, technical, and physical safeguards to ensure its confidentiality, integrity, and availability. In accordance with the HIPAA Security Rule, we have policies and procedures in place regarding the creation, use, storage, transmission, and destruction of your e-PHI in electronic media.

Through the use of passwords, encryption, firewalls, virus software, and appropriate destruction techniques, we make every attempt to prevent unauthorized or inappropriate access, use, or disclosure of your e-PHI.

Changes to this Notice:

We reserve the right to change this Notice. We will post a copy of the current Notice with the current effective date at the facility.

Complaints:

If you are concerned that your privacy rights have been violated, or if you disagree with a decision that has been made about access to your records, you may contact the privacy officer:

Secretary of the U.S. Department of Health and Human Services. Complaints can be filed online at:

<http://cms.hhs.gov/hipaa/hipaa2/default.asp> or

can be mailed to: HIPAA Complaint, 7500 Security Blvd.C5-24-04, Baltimore, MD 21244