



Canyon Hills Counseling, LLC

Make Life Beautiful Again

PRIVACY OF INFORMATION POLICY

This form describes the confidentiality of your medical records, how the information is used, your rights, and how you may obtain this information.

Our Legal Duties

State and Federal laws require that Canyon Hills Counseling, LLC, keep your medical records private. Such laws require that we provide you with this notice informing you of our privacy of information policies, your rights, and our duties. Canyon Hills Counseling, LLC, is required to abide by these policies until replaced or revised. They have the right to revise the privacy policies for all medical records, including records kept before policy changes were made. Any changes in this notice will be made available upon request before changes take place.

The contents of material disclosed to Canyon Hills Counseling, LLC, in an evaluation, intake, or counseling session are covered by law as private information. Canyon Hills Counseling, LLC, respects the privacy of information you provide, and abides by ethical and legal requirements of confidentiality and privacy of records.

Use of Information

Information about you may be used by Canyon Hills Counseling, LLC, for diagnosis, treatment planning, treatment, and continuity of care. Canyon Hills Counseling, LLC, may disclose it to health care providers who provide you with treatment, such as doctors, nurses, mental health professionals, mental health students and business associates affiliated with Canyon Hills Counseling, LLC, such as billing, quality enhancement, training, audits, and accreditation.

Both verbal information and written records about a client cannot be shared with another party without the written consent of the client or the client's legal guardian or personal representative. It is Canyon Hills Counseling, LLC's, policy not to release information about a client without a signed release of information except in certain emergency situations or exceptions in which client information can be disclosed to others without written consent. Some of these situations are noted below, and there may be other provisions provided by legal requirements.

Duty to Warn and Protect

When a client discloses intentions or a plan to harm another person or persons, the health care professional is required to warn the intended victim and report this information to legal authorities. In cases in which the client discloses or implies a plan for suicide, the health care professional is required to notify legal authorities and make reasonable attempts to notify the family of the client.

Public Safety

Health records may be released for the public interest and safety for public health activities, judicial and administrative proceedings, law enforcement purposes, serious threats to public safety, essential government functions, military, and when complying with worker's compensation laws. Other authorizations required by law, include: (1) legal proceedings and law enforcement; (2) workers' compensation claims; (3) protected health information related to inmates; (4) military, national security and intelligence activities; (5) for the protection of the President; (6) certain approved research purposes; (7) organ donation; (8) for use by coroners, medical examiners and funeral directors; or, (9) any other reason such a disclosure would be required by law.

Abuse

If a client states or suggests that he or she is abusing a child or vulnerable adult, or has recently abused a child or vulnerable adult, or a child (or vulnerable adult) is in danger of abuse, the health care professional is required to report this information to the appropriate social service and/or legal authorities. If a client is the victim of abuse, neglect, violence, or a crime victim, and their safety appears to be at risk, this information may be shared with law enforcement officials to help prevent future occurrences and capture the perpetrator.

Prenatal Exposure to Controlled Substances

Health care professionals are required to report admitted prenatal exposure to controlled substances that are potentially harmful.

In the Event of a Client's Death

In the event of a client's death, the spouse or parents of a deceased client have a right to access their child's or spouse's records.

Professional Misconduct

Professional misconduct by a health care professional must be reported by other health care professionals. In cases in which a professional or legal disciplinary meeting is being held regarding the health care professional's actions, related records may be released in order to substantiate disciplinary concerns.

Judicial or Administrative Proceedings

Health care professionals are required to release records of clients when a court order has been placed.

Minors/Guardianship

Parents or legal guardians of non-emancipated minor clients have the right to access the client's records.

Other Provisions

Medical records include both the written record and/or electronic records.

When a payment for services is the responsibility of the client, or a person who has agreed to providing payment, and payment has not been made in a timely manner, collection agencies may be utilized in collecting unpaid debts. The specific content of the services (e.g., diagnosis, treatment plan, progress notes, testing) is not disclosed. If a debt remains unpaid it may be reported to credit agencies, and the client's credit report may state the amount owed, the time-frame, and the name of the clinic or collection source.

Insurance companies, managed care, and other third-party payers are given information that they request regarding services to the client. Information which may be requested includes type of services, dates/times of services, diagnosis, treatment plan, description of impairment, progress of therapy, and summaries.

Information about clients may be disclosed in consultations with other professionals in order to provide the best possible treatment. In such cases the name of the client, or any identifying information, is not disclosed. Clinical information about the client is discussed. Some progress notes and reports are dictated/typed within the clinic or by outside sources specializing in (and held accountable for) such procedures.

In the event in which the clinic or mental health professional must telephone the client for purposes such as appointment cancellations or reminders, or to give/receive other information, efforts are made to preserve confidentiality. Please notify Canyon Hills Counseling, LLC, in writing where we may reach you by phone and how you would like us to identify ourselves. For

example, you might request that when we phone you at home or at work, we do not say the name of the clinic or the nature of the call, but rather the mental health professional's first name only. If this information is not provided to us, we will adhere to the following procedure when making phone calls: First, we will ask to speak to the client (or guardian) without identifying the name of the clinic. If the person answering the phone asks for more identifying information we will say that it is a personal call. We will not identify the clinic (to protect confidentiality). If we reach an answering machine or voicemail we will follow the same guidelines.

Disclosures for which Patient Authorization is Required

The following uses and disclosures will be made only with authorization from the individual: (1) most uses and disclosures of psychotherapy notes (if recorded by a covered entity); (2) uses and disclosures of protected health information (PHI) for marketing purposes, including subsidized treatment communications; (3) disclosures that constitute a sale of PHI; and, (4) other uses and disclosures not described in this notice. If Canyon Hills Counseling, LLC, intends to send fundraising communications to an individual, the individual will be informed of the intent and the individual has the right to opt out of such fundraising communications with each solicitation. Canyon Hills Counseling, LLC, is required to notify the client of any known breach of his or her unsecured PHI.

Your Rights

You have the right to request a review or receive your medical files. The procedures for obtaining a copy of your medical information is as follows: You may request a copy of your records in writing with an original (not photocopied) signature. If your request is denied, you will receive a written explanation of the denial. Records for non-emancipated minors must be requested by their custodial parents or legal guardians. Canyon Hills Counseling, LLC, will provide a copy or a summary of your health information, usually within 30 days of your request. Canyon Hills Counseling, LLC may charge a reasonable, cost-based fee. You have the right to cancel a release of information by providing us a written notice. If you desire to have your information sent to a location different than our address on file, you must provide this information in writing.

You have the right to restrict which information might be disclosed to others. However, if Canyon Hills Counseling, LLC, does not agree with these restrictions, it may not be bound to abide by them.

You have the right to choose someone to act for you if you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. Canyon Hills Counseling, LLC, will make sure the person has this authority and can act for you before any action is taken.

You have the right to request that information about you be communicated by other means or to another location. This request must be made to Canyon Hills Counseling, LLC, in writing.

You have the right to disagree with the medical records in our files. You may request that this information be changed. Although Canyon Hills Counseling, LLC, might deny changing the record, you have the right to make a statement of disagreement, which will be placed in your file.

You have the right to know what information in your record has been provided to whom. Request this in writing.

If you desire a copy of this notice you may obtain it by requesting a copy from Canyon Hills Counseling, LLC, or accessing it on the website.

Complaints

If you have any complaints or questions regarding these procedures, please contact Canyon Hills Counseling, LLC at (801) 610-6406.

I understand the limits of confidentiality, privacy policies, my rights, and their meanings and ramifications.

Printed name of Client _____

Signature of Client _____

Printed name of Parent/Guardian _____

Signature of Parent/Guardian _____

Date _____