

NOTICE OF PRIVACY PRACTICES

This describes how information about your file may be used.

Please review it carefully

Understanding your File Information

Each time you visit Winfield Family Therapy, LLC, a record of your visit is made. This record contains your symptoms, diagnoses, goals, treatment plan, and session information. Client records are stored electronically through My Clients Plus, LLC. This information is recorded in your client file and serves as a:

- Basis for planning your care and treatment.
- Means of communication among professionals who contribute to your care.
- Legal document describing the care you received.
- Means by which you or a third-party payer can verify that services billed were provided.
- Source of data for facility planning and marketing.
- Tool with which we can assess and work to improve the care we give.

Understanding what is in your file and how this information is used helps you to:

- Better understand who, what, when, where, and why others may access your information.
- Make more informed decisions when authorizing disclosures to others.

Your Health Information Rights

Your file contains your treatment record at Winfield Family Therapy, LLC. *Except as Winfield Family Therapy, LLC is required by law*, you have the right to:

- Request a restriction on certain uses and disclosures of your information.
- Receive an *additional* paper copy of this Notice of Privacy Practices upon request.
- Revoke your authorization to use or disclose file information except for supervisory purposes or to the extent that action has already been taken or as required by law.

Our Responsibilities

Winfield Family Therapy, LLC is required to:

- Maintain the privacy of your file information.
- Provide you with a notice of our legal duties and privacy practices with respect to information we collect and maintain about you.
- Abide by the terms of this Notice of Privacy Practices.
- Accommodate reasonable requests you may have to communicate file information.
- Notify you if we are unable to agree to a requested restriction.
- We reserve the right to change our Notice and to make the new provisions effective for all protected file information we maintain. Should our information practices change, we will display the revised Notice and provide printed copies of the revised Notice upon request.

We will not use or disclose your file information without your authorization, except as described in this Notice or as required by law.

For More Information or to Report a Problem

If you have questions or would like additional information regarding this Notice of Privacy Practices, you may discuss this with your therapist.

If you would like to report a problem with this Notice of Privacy Practices you may contact the Kansas Behavioral Sciences Regulatory Board.

Examples of Uses or Disclosures

We will use your file information for treatment:

1. Information obtained during the course of your treatment will be recorded in your file and presented to your therapist's supervisor and/or members of your therapist's supervision group.
2. When therapy occurs during appointments with your family, file information may be disclosed in these settings unless you request otherwise.
3. File information may be disclosed for the purpose of providing medical treatment in emergency situations.

We will use your file information for payment: A bill may be sent to you or to a third-party payer for payment. The information on or accompanying the bill may include information that identifies you and the services you received.

Abuse and Neglect: We will disclose your information to public authorities as required by law to report child/elder abuse or neglect.

Phone and Mail Contact: If we contact you by mail, the return address will be to Winfield Family Therapy. If this contact is made by phone, Winfield Family Therapy, LLC may display on caller identification systems. We may also leave a reminder on your answering machine or voice mail system unless directed otherwise.

General, Non-therapy Associations: There are some services, classes, and trainings provided in our therapy office. To protect your file information, we require anyone coming into contact with the Winfield Family Therapy, LLC offices to sign an Acknowledgement Statement that they have read our Confidentiality Policy and agree to abide by it.

Emergencies: We may use or disclose file information to notify or assist in notifying a family member, personal representative, or another person responsible for your care in an emergency situation.

Health Oversight Activities: Winfield Family Therapy, LLC may disclose file information to a health oversight agency for activities authorized by law. These activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Judicial/Administrative Proceedings: We may disclose your file information in the course of any judicial or administrative proceeding as allowed or required by law, with your consent, or as directed by a valid court order.

Law Enforcement: We may disclose file information for law enforcement purposes as required by law or in response to a valid court order.

Military and Veterans: If you are a member of the armed forces, Winfield Family Therapy, LLC may release your file information as required by military command authorities. We may also release file information about foreign military personnel to the appropriate foreign military authority if authorized or compelled.

National Security and Intelligence Activities: Winfield Family Therapy, LLC may release your file information to authorized federal officials for intelligence, counterintelligence and other national security activities authorized by law.

Protective Services for the President and Others: Winfield Family Therapy, LLC may disclose your file information to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations.

Public Health: As required by law, we may disclose your file information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

Research: We may disclose information to researchers when their research has been approved by an institutional review board that has evaluated a proposed research project and its use of file information. One of the responsibilities of the institutional review board is to balance the research needs with the consumers' need for privacy. We may, however, disclose file information about you to people preparing to conduct a research project, for example to help

them look for clients with specific needs, as long as the file information they review does not leave Winfield Family Therapy, LLC. This information will not contain your name, address, or other information that reveals who you are unless you give your permission.

Treatment alternatives: We may contact you to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Other Uses of File Information

Other uses and disclosures of health information not covered by this notice or the laws that apply to us will be made only with your written authorization, which may be revoked at any time.

Your Rights With Respect to Your Health Information

You have the following rights regarding your health information that Winfield Family Therapy, LLC maintains:

Right to Request Restrictions: You may request restrictions on certain uses and disclosures of your health information. You have the right to request a limit on Winfield Family Therapy, LLC's disclosure of your health information to someone involved in the payment of your care. However, Winfield Family Therapy, LLC is not required to agree to your request. If you wish to make a request for restrictions, please contact your therapist.

Right to Receive Confidential Communications: You have the right to request that Winfield Family Therapy, LLC communicate with you in a certain way if you feel the disclosure of your health information could endanger you. For example, you may ask that Winfield Family Therapy, LLC only communicate with you at a certain telephone number or by email. If you wish to receive confidential communications, please make your request in writing to your therapist at Winfield Family Therapy, LLC, 222 E. 9th Ave., Winfield, KS 67156. Winfield Family Therapy, LLC will attempt to honor your reasonable requests for confidential communications.

Right to Inspect and Copy Your Health Information: You have the right to inspect and copy your health information. A request to inspect and copy records containing your health information must be made in writing to Winfield Family Therapy, LLC, 222 E. 9th Ave., Winfield, KS 67156.

Right to Amend Your Health Information: If you believe that your health information records are inaccurate or incomplete, you may request that Winfield Family Therapy, LLC amend the records. That request may be made as long as the information is maintained by Winfield Family Therapy, LLC. A request for an amendment of records must be made in writing to Winfield Family Therapy, LLC, 222 E. 9th Ave., Winfield, KS 67156. Winfield Family Therapy, LLC may deny the request if it does not include an appropriate reason to support the amendment. The request also may be denied if your health information records were not created by Winfield Family Therapy, LLC, if the health information you are requesting to amend is not part of Winfield Family Therapy, LLC records, if the health information you wish to amend falls within an exception to the health information you are permitted to inspect and copy, or if Winfield Family Therapy, LLC determines the records containing your health information are accurate and complete.

Right to an Accounting: You have the right to request a list of disclosures of your health information made by Winfield Family Therapy, LLC for any reason other than for treatment, payment or health operations. The request must be made in writing to Winfield Family Therapy, LLC, 222 E. 9th Ave., Winfield, KS 67156. The request should specify the time period for which you are requesting the information, but may not start earlier than July 1, 2013. Accounting requests may not be made for periods of time going back more than six (6) years.

Right to a Paper Copy of this Notice: You have a right to request and receive a paper copy of this Notice at any time, even if you have received this Notice previously or agreed to receive the Notice electronically. To obtain a paper copy, please contact Winfield Family Therapy, LLC, 222 E. 9th Ave., Winfield, KS 67156.

CONFIDENTIALITY AND CLIENT RECORDS POLICY

It is the express policy of Winfield Family Therapy, LLC and Your therapist that client information acquired in rendering marriage and family therapy services shall be considered strictly confidential by all personnel for all purposes.

Winfield Family Therapy, LLC and your therapist will comply with all state and federal law, as well as any regulations and guidelines designed to preserve the confidentiality of client records.

Winfield Family Therapy, LLC and your therapist are committed to preserving the confidential nature of all client information.

The following client information is subject to this Confidentiality and Records Policy, as well as any other documents that contain the same or similar information as referenced client records:

- Client case file
- Supervision activity
- Computer data
- Voicemail/email
- Visual recognition

Client records are stored electronically and maintained by Winfield Family Therapy, LLC.

Access to client records is strictly limited to the following personnel: Your therapist, your therapist's clinical supervisor, and Winfield Family Therapy personnel for the purposes of billing and file management.

The client's family members are not entitled to access client information just because they are family. The law requires that each individual client receiving services must consent to the release of that particular client's file information. Therefore, if more than one family member participates in a session, each and every participating family member must consent prior to the release of the file information. Where a minor is receiving services, the appointment of a guardian ad litem may be necessary prior to the release of the minor client's information. Under no circumstances should client information be released without first obtaining appropriate *Authorization & Request for Release of Confidential Information and Privileged Communication* forms signed by all necessary clients.

The recipient of any client records disclosed by your therapist will be advised of the confidential nature of the records, and that the recipient is not authorized to make any further release or use of the records other than as specifically authorized.

An accounting will be kept on all requests for disclosure, and the disposition of the request, in the client's file.