

Sue E. Ouellette, LMFT

**PRIVACY NOTICE
RECEIPT AND ACKNOWLEDGEMENT OF NOTICE**

Client Name _____

DOB: _____

YOUR CONSENT

By signing below, you acknowledge receipt of and an opportunity to read Sue E. Ouellette, LMFT's Privacy Notice.

Signature of Client

Date

Signature of Parent, Guardian,
or Personal Representative*

Date

Signature of Parent, Guardian,
or Personal Representative*

Date

*If you are signing as a personal representative of an individual, please describe your legal authority to act for the individual (power of attorney, healthcare surrogate, etc.)

Client Refuses to Acknowledge Receipt _____

Signature of Therapist

Date

This notice describes how health information about you may be used and disclosed and how you can get access to that information.

PLEASE REVIEW THIS NOTICE CAREFULLY.

Sue E. Ouellette, LMFT (herein after referred to as the “Provider”) is committed to maintaining the privacy of your protected health information (“PHI”), which includes information about your health condition and the care and treatment you receive from the Provider. The creation of a record detailing the care and services you receive helps this office to provide you with quality health care. This Notice details how your PHI may be used and disclosed to third parties. This Notice also details your rights regarding your PHI.

CONSENT

1. The Provider may use and/or disclose your PHI provided that it first obtains a valid consent signed by you. The Consent will allow the Provider to use and/or disclose your PHI for the purposes of:

- (a) Treatment – In order to provide you with the health care you require, the Provider will provide your PHI to those health care professionals, whether on the Provider’s staff or not, directly involved in your care so that they may understand your health condition and needs.
- (b) Payment – In order to get paid for services provided to you, the Provider will provide your PHI, directly or through a billing service, to appropriate third party payors, pursuant to their billing and payment requirements. The Provider may also need to tell your insurance plan about treatment you receive so that it can determine whether or not it will cover the treatment expense.
- (c) Health Care Operations – In order for the Provider to operate in accordance with applicable law and insurance requirements and in order for the Provider to compile, use, and/or disclose your PHI. For example, the Provider may use your PHI in order to evaluate the performance of the Provider’s personnel in providing care to you.

NO CONSENT REQUIRED

1. The Provider may use and/or disclose your PHI, without a written Consent from you, in the following instances:

- (a) De-identified Information – Information that does not identify you and, even without your name, cannot be used to identify you.
- (b) Business Associate – To a business associate if the Provider obtains satisfactory written assurance, in accordance with applicable law, that the business will appropriately safeguard your PHI. A business associate is an entity that assists the Provider in undertaking some essential function, such as a billing company that assists the Provider in submitting claims for payment to insurance companies or other payers.
- (c) Personal Representative – To a person who, under applicable law, has the authority to represent you in making decisions related to your health care.
- (d) Emergency situations –
 - (i) For the purpose of obtaining or rendering emergency treatment to you provided that the Provider attempts to obtain your Consent as soon as possible; or
 - (ii) to a public or private entity authorized by law or by its charter to assist in disaster relief efforts, for the purpose of coordinating your care with such entities in an emergency situation.

(e) Communication Barriers – If, due to substantial communication barriers or inability to communicate, the Provider has been unable to obtain your Consent and the Provider determines, in the exercise of its professional judgment, that your Consent to receive treatment is clearly inferred from the circumstances.

(f) Public Health Activities – Such activities include, for example, information collected by a public health authority, as authorized by law, to prevent or control disease.

(g) Abuse, Neglect, or Domestic Violence – To a government authority if the Provider is required by law to make such disclosure. If the Provider is authorized by law to make such a disclosure, it will do so if it believes that the disclosure is necessary to prevent serious harm.

(h) Health Oversight Activities – Such activities, which must be required by law, involve government agencies and may include, for example, criminal investigations, disciplinary actions, or general oversight activities relating to the community's health care system.

(i) Judicial and Administrative Proceeding – For example, the Provider may be required to disclose your PHI in response to a court order or a lawfully issued subpoena.

(j) Law Enforcement Purposes – In certain instances, your PHI may have to be disclosed to a law enforcement official. For example, your PHI may be the subject of a grand jury subpoena. Or, the Provider may disclose your PHI if the Provider believes that your death was the result of criminal conduct.

(k) Coroner or Medical Examiner – The Provider may disclose your PHI to a coroner or medical examiner for the purpose of identifying you or determining your cause of death.

(l) Research – If the Provider is involved in research activities, your PHI may be used, but such use is subject to numerous governmental requirements intended to protect the privacy of your PHI.

(m) Avert a Threat to Health or Safety – The Provider may disclose your PHI if it believes that such disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is to an individual who is reasonably able to prevent or lessen the threat.

(n) Workers' Compensation – If you are involved in a Workers' Compensation claim, the Provider may be required to disclose PHI to an individual or entity that is part of the Workers' Compensation system.

(o) National Security and Intelligence Activities – The Provider may disclose your PHI in order to provide authorized governmental officials with necessary intelligence information for national security activities and purposes authorized by law.

(p) Military and Veterans – If you are a member of the armed forces, the Provider may disclose your PHI as required by the military authorities.

APPOINTMENT REMINDER

Communication from your therapist may be necessary, from time to time, for reasons such as, for example, appointment reminders. Any such communication will be made in a manner and means (e.g., telephone, mail, fax, e-mail, etc.) agreed to by you, in advance.

FAMILY/FRIENDS

The Provider may disclose to your family member, other relative, a close personal friend, or any other person identified by you, your PHI directly relevant to such person's involvement with your care or the payment for your care. The Provider may also use or disclose your PHI to

notify or assist in the notification (including identifying or locating) a family member, a personal representative, or another person responsible for your care, of your location, general condition or death. However, in both cases, the following conditions will apply:

(a) If you are present at or prior to the use or disclosure of your PHI, the Provider may use or disclose your PHI if you agree, or if the Provider can reasonably infer from the circumstances, based on the exercise of its professional judgment, that you do not object to the use or disclosure.

(b) If you are not present, the Provider will, in the exercise of professional judgment, determine whether the use or disclosure is in your best interests and, if so, disclose only the PHI that is directly relevant to the person's involvement with your care.

AUTHORIZATION

Uses and/or disclosures, other than those described above, will be made only with your written Authorization.

YOUR RIGHTS

1. You have the right to:

(a) Revoke any Authorization and/or Consent, in writing, at any time. To request a revocation, you must submit a written request to the member of the Provider designated as its Privacy Officer.

(b) Request restrictions on certain use and/or disclosure of your PHI as provided by law. However, the Provider is not obligated to agree to any requested restrictions. To request restrictions, you must submit a written request to the member of the Provider designated as its Privacy Officer. In your written request, you must inform the Provider of what information you want to limit, whether you want to limit the Provider's use or disclosure, or both, and to whom you want the limits to apply. If the Provider agrees to your request, the Provider will comply with your request unless the information is needed in order to provide you with emergency treatment.

(c) Receive confidential communications or PHI by alternative means or at alternative locations. You must make your request in writing to the member of the Provider designated as its Privacy Officer. The Provider will accommodate all reasonable requests.

(d) Inspect and copy your PHI as provided by law. To inspect and copy your PHI, you must submit a written request to the member of the Provider designated as its Privacy Officer. The Provider can charge you a fee for the cost of copying, mailing, or other supplies associated with your request. In certain situations that are defined by law, the Provider may deny your request, but you will have the right to have the denial reviewed as set forth more fully in the written denial notice.

(e) Amend your PHI as provided by law. To request an amendment, you must submit a written request to the member of the Provider designated as its Privacy Officer. You must provide a reason that supports your request. The Provider may deny your request if it is not in writing, if you do not provide a reason in support of your request, if the information to be amended was not created by the Provider (unless the individual or entity that created the information is no longer available), if the information is not part of your PHI maintained by the Provider, if the information is not part of the information you would be permitted to inspect or copy, and/or if the information is accurate and complete. If you disagree with the Provider's denial, you will have the right to submit a written statement of disagreement.

(f) Receive an accounting of disclosures of your PHI as provided by law. To request an accounting, you must submit a written request to the member of the Provider designated as its Privacy Officer. The request must state a time period which may not be longer than six (6) years and may not include dates before April 14, 2003. The first list you request with a twelve (12) month period will be free, but the Provider may charge you for the cost of providing additional lists. The Provider will notify you of the costs involved and you can decide to withdraw or modify your request before any costs are incurred.

(g) Receive a paper copy of this Privacy Notice from the member of the Provider designated as the Privacy Officer.

(h) Complain to the Provider or to the Secretary of HHS if you believe your privacy rights have been violated. To file a complaint with the Provider, you must contact the member of the Provider designated as its Privacy Officer. All complaints must be in writing.

(i) To obtain more information on, or have your questions about your rights answered, you may contact the member of the Provider designated as its Privacy Officer, at Suite # 200, Building 4, 2000 S. Winton Road, Rochester, NY 14618.

PROVIDER REQUIREMENTS

1. The Provider:

(a) Is required by federal law to maintain the privacy of your PHI and to provide you with this Privacy Notice detailing the Provider's legal duties and privacy Providers with respect to your PHI.

(b) Is required by state law to maintain a higher level of confidentiality with respect to certain portions of your health information that is provided for under federal law. In particular, the Provider is required to comply with the following State statutes:

New York Public Health Law Section 18

New York Public Health Law Article 27-F

New York State Mental Hygiene Law Section 33.16

(c) Is required to abide by the terms of this Privacy Notice.

(d) Reserves the right to change the terms of this Privacy Notice and to make the new Privacy Notice provisions effective for all of your PHI that it maintains.

(e) Will distribute any revised Privacy Notice to you prior to implementation.

(f) Will not retaliate against you for filing a complaint.

EFFECTIVE DATE

This Notice is in effect as of June 15, 2018