

HIPAA Policy

HIPAA NOTICE OF PRIVACY PRACTICES

I. THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

II. IT IS OUR LEGAL DUTY TO SAFEGUARD YOUR PROTECTED

HEALTH INFORMATION (PHI.).

By law, we are required to insure that your PHI is kept private. The PHI constitutes information created or noted by your therapist that can be used to identify you. It contains data about your past, present or future health, or condition, the provision of health care services to you, or the payment for such health care. We are required to provide you with this Notice about our privacy procedures. This Notice must explain when, why, and how we would use and/or disclose your PHI. Use of PHI means when we share, apply, utilize, examine, or analyze information within this practice; PHI is disclosed when we release, transfer, give, or otherwise reveal it to a third party outside our practice. With some exceptions, we will not use or disclose more of your PHI than is necessary to accomplish the purpose for which the use or disclosure is made; however, we are always legally required to follow the privacy practices described in this Notice.

Please note that we reserve the right to change the terms of Notice and our privacy policies at any time. Any changes will apply to PHI already on file. Before we make any important changes to our policies, we will immediately change this Notice and post a new copy of it in our offices. You may also request a copy of this Notice from our Plaistow or Londonderry offices, or you can view a copy of it in our offices, which are located at 31 Main Street, Plaistow, NH and 6 Londonderry Road, Derry, NH.

III. HOW WE WILL USE AND DISCLOSE YOUR PHI.

We will use and disclose your PHI for many different reasons. Some of the uses or disclosures will require your prior written authorization; others, however, will not. Below you will find the different categories of our uses and disclosures with some examples.

A. Uses and Disclosures Related to Treatment, Payment or Health Care Operations Do Not Require Your Prior Written Consent. We may use and disclose your PHI without our consent for the following reasons:

1. For treatment: We may disclose your PHI to physicians, psychiatrists, psychologists, and other licensed health care providers who provide you with health care services or are otherwise involved in your care. Example: If a psychiatrist is treating you, we may disclose your PHI to her/him in order to coordinate your care.

2. For health care operations: We may disclose your PHI to facilitate the efficient and correct operation of our practice. Example: Quality control – We might use your PHI in the evaluation of the quality of

health care services that you have received or to evaluate the performance of the health care professionals who provided you with these services. We may also provide your PHI to our attorneys, accountants, consultants, and others to make sure that we are in compliance with applicable laws.

3. To obtain payment for treatment: We may use and disclose your PHI to bill in addition, collect payment for the treatment and services we provide you. Example: We might send your PHI to your insurance company or health plan in order to get payment for the health care service that we have provided to you. We could also provide your PHI to our billing company that processes health care claims for our offices.

4. Other disclosures: Examples: Your consent is not required if you need emergency treatment provided that we attempt to get your consent after treatment is rendered. In the event that we try to get your consent but you are unable to communicate with us for example, if you are unconscious or in severe pain) but we think that you would consent to such treatment if you could, we may disclose your PHI.

B. CERTAIN OTHER USES AND DISCLOSURES DO NOT REQUIRE YOUR CONSENT. We may use/or disclose your PHI without your consent or authorization for the following reasons:

1. When disclosure is required by federal, state, or local law; Judicial, Board or administrative Proceedings; or, law enforcement. Example: We may make a disclosure to the appropriate officials when a law requires our office to report information to government agencies, law enforcement personnel and/or in an administrative proceeding.

2. If disclosure is compelled by a party to a proceeding before a court of an administrative agency pursuant to its lawful authority.

3. If disclosure is required by a search warrant lawfully issued to a governmental law enforcement agency.

4. If disclosure is compelled by the patient or the patient's representative pursuant to New Hampshire Health and Safety Codes or to corresponding federal statutes of regulations, such as the Privacy Rule that requires this Notice.

5. To avoid harm. We may provide PHI to law enforcement personnel or persons able to prevent or mitigate a serious threat to the health or safety of a person or the public.

6. If disclosure is compelled or permitted by the fact that you are in such mental or emotional condition as to be dangerous to yourself or the person or property of others, and if we determine that disclosure is necessary to prevent the threatened danger.

7. If disclosure is mandated by the New Hampshire Child Abuse and Neglect Reporting law. For example, if we have a reasonable suspicion of child abuse or neglect.

8. If disclosure is mandated by the New Hampshire Elder/Dependent Adult, Abuse Reporting law. For example, if we have a reasonable suspicion of elder abuse or dependent adult abuse.

9. If disclosure is compelled or permitted by the fact that you tell your therapist of a serious/imminent threat of physical violence by you against a reasonably identifiable victim or victims.
10. For public health activities. For example: In the event of your death, if a disclosure is permitted or compelled, we may need to give the county coroner information about you.
11. For health oversight activities. For example: We maybe required to provide information to assist the government in the course of an investigation or inspection of a health care organization or provider.
12. For specific government functions. For example: We may disclose PHI of military personnel and veterans under certain circumstances. In addition, we may disclose PHI in the interests of national security, such as protecting the President of the United States or assisting with intelligence operations.
13. For research purposes. In certain circumstances, we may provide PHI in order to conduct medical research.
14. For Workers' Compensation purposes. We may provide PHI in order to comply with Workers' Compensation laws.
15. Appointment reminders and health-related benefits or services. Examples: We may use PHI to provide appointment reminders. We may use PHI to give you information about alternative treatment options, or other health care services of benefits we offer.
16. If an arbitrator or arbitration panel compels disclosure, when arbitration is lawfully requested by either party, pursuant to subpoena duces tectum (e.g., a subpoena for mental health records) or any other provision authorizing disclosure in a proceeding before an arbitrator or arbitration panel.
17. We are permitted to contact you, without your prior authorization, to provide appointment reminders or information about alternative or other health-related benefits and services that may be of interest to you.
18. If disclosure is required or permitted to a health oversight agency for oversight activities authorized by law. Example: When compelled by the US Secretary of Health and Human Services to investigate or assess our compliance with HIPAA regulations.
19. If disclosure is otherwise specifically required by law.

C. CERTAIN USES AND DISLOSURES REQUIRE YOU TO HAVE THE OPPORTUNITY TO OBJECT

1. Disclosure to family, friends, or others. We may provide your PHI to a family member, friend, or other individual who you indicate is involved in your care or responsible for the payment for you health care, unless you object in whole or in part. Retroactive consent may be obtained in emergency situations.

D. OTHER USES AND DISCLOSURES REQUIRE YOUR PRIOR WRITTEN AUTHORIZATION. In any other situation not described in Sections IIIA, IIIB, and IIIC above, we will request your written authorization before using or disclosing any of your PHI. Even if you have signed an authorization to disclose your PHI,

you may later revoke that authorization in writing, to stop any future uses and disclosures (assuming that we have not taken any action subsequent to the original authorization) of your PHI by our offices.

IV. WHAT RIGHTS YOU HAVE REGARDING YOUR PHI

These are your rights with respect to your PHI:

A. THE RIGHT TO SEE AND GET COPIES OF YOUR PHI. In general, you have the right to see your PHI that is in our possession, or to get copies of it; however, you must request it in writing. If we do not have your PHI, but know who does, we will advise you how you can get it. You will receive a response from our office within 30 days of receiving your written request. Under certain circumstances, we may feel we must deny your request, but if we do, we will give you in writing the reasons for the denial. We will also explain your right to have our denial reviewed. If you ask for copies of your PHI, we will charge you not more than \$.50 per page for the first 30 pages. We may see fit to provide you with a summary or explanation of the PHI, but only if you agree to it, as well as to the cost in advance.

B. THE RIGHT TO REQUEST LIMITS ON USES AND DISCLOSURE OF YOU PHI. You have the right to ask that we limit how we use and disclose your PHI. While we will consider your request, we are not legally bound to agree. If we do agree to your request, we will put those limits in writing and abide by them except in emergency situations. You do not have the right to limit the uses and disclosures that we are legally required or permitted to make.

C. THE RIGHT TO CHOOSE HOW WE SEND YOUR PHI. It is your right to ask that your PHI be sent to you at an alternate address (for example, sending information to your work address rather than your home). We are obliged to agree to your request providing that we can give you the PHI, in the format you requested, without undue inconvenience.

D. THE RIGHT TO GET A LIST OF THE DISCLOSURES WE HAVE MADE. You are entitled to a list of disclosures of your PHI that we have made. The list will not include uses of health care operations sent directly to you, or to your family; neither will the list disclose what you have already consented, i.e., those for treatment, payment, include disclosures made for national security purposes, to corrections or law enforcement personnel, or disclosures made before April 15, 2003. After April 15, 2003, disclosure records will be held for seven years.

We will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list we will give you will include disclosures made in the previous seven years (the first seven-year period being 2003-2010) unless you indicate a shorter period. The list will include the date of the disclosure, to whom PHI was disclosed (including their address, if known) a description of the information disclosed, and the reason for the disclosure. We will provide the list to you at no cost, unless you make more than one request in the same year, in which case we will charge you a reasonable sum based on a set fee for each additional request.

E. THE RIGHT TO AMEND YOUR PHI. If you believe that there is some error in your PHI or that important information has been omitted, it is your right to request that we correct the existing information or add

the missing information. Your request and the reason for the request must be made in writing. You will receive a response within 60 days of our receipt of your request. We may deny your request, in writing, if we find that: the PHI is (a) correct and complete, (b) forbidden to be disclosed, (c) not part of our records, or (d) written by someone other than a member of our staff. Our denial must be in writing and must state the reasons for the denial. It must also explain your right to file a written statement objecting to the denial. If you do not file a written objection, you still have the right to ask that your request and our denial are attached to any future disclosures of your PHI. If we approve your request; we will make the change(s) to your PHI. Additionally, we will tell you that the changes have been made, and we will advise all others who need to know about the change(s) to your PHI.

F. THE RIGHT TO GET THIS NOTICE BY FAX. You have the right to get this notice by fax. You have the right to request a paper copy of it, as well.

V. HOW TO COMPLAIN ABOUT OUR PRIVACY PRACTICES

If, in your opinion, we may have violated your privacy rights, or if you object to a decision we made about access to your PHI, you are entitled to file a complaint with the person listed in Section VI below. You may also send a written complaint to the Secretary of the Department of Health and Human Services at 200 Independence Avenue, S.W., Washington, D.C. 20202. If you file a complaint about our privacy practices, we will take no retaliatory action against you.

VI. PERSON TO CONTACT FOR INFORMATION ABOUT THIS NOTICE OR TO COMPLAIN ABOUT OUR PRIVACY PRACTICES

If you have any questions about this notice, or any complaints about our privacy practices, or would like to know how to file a complaint with the Secretary of the Department of Health and Human Services, please contact Rickey B. Silverman, Ph.D., Silverman & Associates, Inc., 2 Village Green Rd, Hampstead, NH 03841, Phone (603) 3296440.

VII. EFFECTIVE DATE OF THIS NOTICE

This notice went into effect on April 14, 2003.