



EFFECTIVE SEPTEMBER 1, 2020

HIPAA Notice of Privacy Practices

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

We only release information in accordance with state and federal laws and the ethics of the counseling profession. Use and disclosure of protected health information is for the purposes of providing services. State and federal laws allow us to use and disclose your health information for these purposes. Your medical records are used to provide treatment, bill and receive payments, and conduct healthcare operations. Examples of these activities include but are not limited to review of treatment records to ensure appropriate care, electronic or mail delivery of billing for treatment to you or other authorized payers, appointment reminder telephone calls, and records review to ensure completeness and quality of care. Use and disclosure of medical records is limited to the internal use outlined above except required by law or authorized by the patient or legal representative.

You, or your legal representative, may request your records to be disclosed to yourself or any other entity. Your request must be made in writing, clearly identify the person authorized to request the release, specify the information you want disclosed, the name and address of the entity you want the information released to, purpose and the expiration date of the authorization. Any authorization provided may be revoked in writing at anytime. Psychotherapy notes are part of your medical records. We have 30 days to respond to a disclosure request and 60 days if the records is stored off site.

You may request corrections to your records. A request for disclosure may be denied under the following circumstances: disclosure would likely endanger the life or physical safety of you or another person, requested information references other persons, except another healthcare provider, or if released to a legal representative would likely result in harm. If a request for disclosure is denied for reasons outlined above, you or your legal representative may request review of the denial. A review will be conducted by another licensed healthcare provider appointed by the original reviewer, who was not involved in the original decision to deny access. A review will be concluded within 30 days.

You may request that we restrict uses and disclosures. However, we are not required to agree to the restrictions. If an agreement is made to restrict use or disclosure, we will be bound by such restriction until revoked by you or your legal representative orally or in writing except when disclosure is required by law or in an

emergency. We may also revoke such restrictions but information gathered while required by law or in an emergency. We may also revoke such restrictions but information gathered while the restriction was in place will remain restricted by such an agreement.

Payment Methods

We accept cash, credit cards, and PayPal for payment. Session rates are to be paid at time of service.

Insurances Accepted

Dr. Ya takes most insurances. **You are responsible for your co-pay and any balance or rejected claim not paid by your insurance company.** You must also inform us if there is a change in your insurance coverage. In the event that your insurance lapses without notifying Dr. Ya, you will be billed for the allowable rate on any uncovered services.

If Dr. Ya is considered by your insurance to be an *out-of-network provider*, we will provide you with statements that you can submit to your insurance company for reimbursement. *As the client you are responsible for the full session fee.*

Communication

We cannot guarantee that information transmitted through the use of cellular phones or e-mail is confidential. We suggest that e-mail and text communication be used for the purpose of scheduling appointments.

If you wish to complain about privacy related issues you may contact the Secretary of the Department of Health and Human Services, Hubert H. Humphrey Building, 200 Independence Avenue SW, Washington DC, 20201. In any case there will not be any retaliation against you or your legal representative for filing a complaint.

This agreement may be modified or amended as required by law or in the course of health care operations.

I HAVE READ AND UNDERSTOOD THIS PRIVACY NOTICE AND MY RIGHTS CONCERNING USE AND DISCLOSURE OF PROTECTED HEALTH CARE INFORMATION.

Individual or Legal Representative (please print)

Date

Signature of Individual or Legal Representative

Date