

Daniel Combs, Psy.D., LLC

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NOTICE OF PRIVACY PRACTICES

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

YOUR HEALTH INFORMATION

This notice applies to the information and records I have about your health, health status, and the health care and services you receive from me. Your health information may include information created and received by me, may be in the form of written or electronic records or spoken words, and may include information about your health history, health status, symptoms, examinations, test results, diagnoses, treatments, procedures, prescriptions, and similar types of health-related information.

I am required by law to give you this notice. It will tell you about the ways in which I may use and disclose health information about you and describes your rights and my obligations regarding the use and disclosure of that information.

HOW I MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

I may use and disclose health information for the following purposes:

For Treatment. I may use health information about you to provide you with clinical treatment or services. I may disclose health information about you to doctors, nurses, technicians, office staff or other personnel who are involved in taking care of you and your health.

For example, your doctor may be treating you for a heart condition and may need to know if you have other health problems that could complicate your treatment. The doctor may use your clinical history to decide what treatment is best for you. The doctor may also tell another doctor about your condition so that doctor can help determine the most appropriate care for you.

Family members and other health care providers may be part of your clinical care outside this office and may require information about you that I have.

For Payment. I may use and disclose health information about you so that the treatment and services you receive at my office may be billed to and payment may be collected from you, an insurance company or a third party.

For example, I may need to give your health plan information about a service you received from me so your health plan will pay me or reimburse you for the service. I may also tell your health plan about a treatment you are going to receive to obtain prior approval, or to determine whether your plan will pay for treatment.

For Health Care Operations. I may use and disclose health information about you in order to run my practice and make sure that you and my other patients receive quality care.

For example, I may use your health information to evaluate the performance of staff in caring for you. I may also use health information about all or many of my patients to help decide what additional services I should offer, how I can become more efficient, or whether certain new treatments are effective.

I may also disclose your health information to health plans that provide you insurance coverage and other health care providers that care for you. My disclosures of your health information to plans and other providers may be for the purpose of helping these plans and providers improve care, reduce cost, coordinate and manage health care and services, train staff and comply with the law.

Appointment Reminders. I may contact you as a reminder that you have an appointment for treatment or clinical care.

Treatment Alternatives. I may tell you about or recommend possible treatment options or alternatives that may be of interest to you.

Health-Related Products and Services. I may tell you about health-related products or services that may be of interest to you.

Please notify me if you do not wish to be contacted for appointment reminders, or if you do not wish to receive communications about treatment alternatives or health-related products and services. If you advise me **in writing** (at the address listed at the top of this Notice) that you do not wish to receive such communications, I will not use or disclose your information for these purposes.

SPECIAL SITUATIONS

I may use or disclose health information about you for the following purposes, subject to all applicable legal requirements and limitations:

To Avert a Serious Threat to Health or Safety. I may use and disclose health information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

Required by Law. I will disclose health information about you when required to do so by federal, state or local law.

Research. I may use and disclose health information about you for research projects that are subject to a special approval process. I will ask you for your permission if the researcher will have access to your name, address or other information that reveals who you are, or will be involved in your care at the office.

Military, Veterans, National Security and Intelligence. If you are or were a member of the armed forces, or part of the national security or intelligence communities, I may be required by military command or other government authorities to release health information about you. I may also release information about foreign military personnel to the appropriate foreign military authority.

Workers' Compensation. I may release health information about you for workers' compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Public Health Risks. I may disclose health information about you for public health reasons in order to prevent or control disease, injury or disability; or report births, deaths, suspected abuse or neglect, non-accidental physical injuries, reactions to medications or problems with products.

Health Oversight Activities. I may disclose health information to a health oversight agency for audits, investigations, inspections, or licensing purposes. These disclosures may be necessary for certain state and federal agencies to monitor the health care system, government programs, and compliance with civil rights laws.

Lawsuits and Disputes. If you are involved in a lawsuit or a dispute, I may disclose health information about you in response to a court or administrative order. Subject to all applicable legal requirements, I may also disclose health information about you in response to a subpoena.

Law Enforcement. I may release health information if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons or similar process, subject to all applicable legal requirements.

Information Not Personally Identifiable. I may use or disclose health information about you in a way that does not personally identify you or reveal who you are.

Family and Friends. I may disclose health information about you to your family members or friends if I obtain your verbal agreement to do so or if I give you an opportunity to object to such a disclosure and you do not raise an objection. I may also disclose health information to your family or friends if I can infer from the circumstances, based on my professional judgment, that you would not object. For example, I may assume you agree to our disclosure of your personal health information to your spouse when you bring your spouse with you into the therapy room during treatment or while treatment is discussed.

In situations where you are not capable of giving consent (because you are not present or due to your incapacity or medical emergency), I may, using my professional judgment, determine that a disclosure to your family member or friend is in your best interest. In that situation, I will disclose only health information relevant to the person's involvement in your care. For example, I may inform the person who accompanied you to the emergency room that you suffered a heart attack and provide updates on your progress and prognosis. I may also use my professional judgment and experience to make reasonable inferences that it is in your best interest to allow another person to act on your behalf to pick up, for example, filled prescriptions, medical supplies, or X-rays.

OTHER USES AND DISCLOSURES OF HEALTH INFORMATION

I will not use or disclose your health information for any purpose other than those identified in the previous sections without your specific, written *Authorization*. If you give me *Authorization* to use or disclose health information about you, you may revoke that *Authorization*, **in writing**, at any time. If you revoke your *Authorization*, I will no longer use or disclose information about you for the reasons covered by your written *Authorization*, but I cannot take back any uses or disclosures already made with your permission.

In some instances, I may need specific, written authorization from you in order to disclose certain types of specially protected information such as HIV, substance abuse, mental health, and genetic testing information.

YOUR RIGHTS REGARDING HEALTH INFORMATION ABOUT YOU

You have the following rights regarding health information I maintain about you:

Right to Inspect and Copy. You have the right to inspect and copy your health information, such as clinical and billing records, that I keep and use to make decisions about your care. You must submit a written request to Daniel Combs, Psy.D., LLC in order to inspect and/or copy records of your health information. If you request a copy of the information, I may charge a fee for the costs of copying, mailing, or other associated supplies.

I may deny your request to inspect and/or copy in certain limited circumstances. If you are denied copies of or access to health information that I keep about you, you may ask that my denial be reviewed. If the law gives you a right to have my denial reviewed I will select a licensed health care professional to review your request and our denial. The person conducting the review will not be the person who denied your request, and I will comply with the outcome of the review.

Right to Amend. If you believe health information I have about you is incorrect or incomplete, you may ask me to amend the information. You have the right to request an amendment as long as the information is kept by my office.

I may deny your request for an amendment if your request is not **in writing** or does not include a reason to support the request. In addition, I may deny your request if you ask me to amend information that:

- I did not create, unless the person or entity that created the information is no longer available to make the amendment
- Is not part of the health information that I keep
- You would not be permitted to inspect and copy
- Is accurate and complete

Right to an Accounting of Disclosures. You have the right to request an “accounting of disclosures.” This is a list of the disclosures I made of clinical information about you for purposes other than treatment, payment, health care operations, and a limited number of special circumstances involving national security, correctional institutions and law enforcement. The list will also exclude any disclosures I have made based on your written authorization.

To obtain this list, you must submit your request **in writing** to Daniel Combs, Psy.D., LLC. It must state a time period, which may not be longer than six years. Your request should indicate in what form you want the list (for example: on paper, electronically). The first list you request within a 12- month period will be free. For additional lists, I may charge you for the costs of providing the list. I will notify you of the cost involved and

you may choose to withdraw or modify your request at that time before any costs are incurred.

Right to Request Restrictions. You have the right to request a restriction or limitation on the health information I use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the health information I disclose about you to someone who is involved in your care or the payment for it, like a family member or friend. For example, you could ask that I not use or disclose information about a surgery you had.

I am not required to agree to your request. If I do agree, I will comply with your request unless the information is needed to provide you emergency treatment.

Right to Request Confidential Communications. You have the right to request that I communicate with you about clinical matters in a certain way or at a certain location. For example, you can ask that I only contact you at work or by mail. I will not ask you the reason for your request and will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

Right to a Paper Copy of This Notice. You have the right to a paper copy of this notice. You may ask me to give you a copy of this notice at any time. Even if you have agreed to receive it electronically, you are still entitled to a paper copy.

Your rights also include:

Amendment for Omnibus Rule (2013)

Right to Get Notice of Breach: You have the right to be notified upon a breach of any of your unsecured Protected Health Information.

Right to an Electronic Copy of Electronic Medical Records: If your PHI is maintained in an electronic format, you have the right to request that an electronic copy be given to you or transmitted to another entity. I may charge you a reasonable, cost-based fee for this.

Right to Request a Restriction on Disclosures to Health Plan: You may request a restriction on certain disclosures to your health plan if the disclosure is purely for carrying out payment and the requested restriction is for services paid out-of-pocket.

CHANGES TO THIS NOTICE

I reserve the right to change this notice, and to make the revised or changed notice effective for clinical information I already have about you as well as any information I receive in the future. You are entitled to a copy of the notice currently in effect.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with me or with the Secretary of the Department of Health and Human Services. *You will not be penalized for filing a complaint.*

EFFECTIVE DATE OF THIS NOTICE

This notice went into effect on September 1st, 2020.