

NOTICE OF PRIVACY PRACTICES

VALERIE MARTIN COUNSELING AND CONSULTATION SERVICES L.L.C

Effective: July 10, 2021

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.

- I. The privacy of your health information is very important to VALERIE MARTIN COUNSELING AND CONSULTATION SERVICES L.L.C. I understand that health information about you and your health care is personal. I am committed to protecting health information about you. I create a record of the care and services you receive from me. The purpose of this record is to provide you with quality care and to comply with legal requirements. This notice applies to all of the records of your care generated by this mental health care practice. This notice will tell you about the ways in which I may use and disclose health information about you. Also included in this notice are your rights to the health information I keep about you and describe the obligations I have regarding the use and disclosure of your health information; I am required by law to:
  - Make sure that protected health information (PHI) that identifies you is kept private.
  - Give you this notice of my legal duties and privacy practices with respect to health information.
  - Follow the terms of the notice that is currently in effect.
  - I can change the terms of this Notice, and such changes will apply to all information I have about you. The new Notice will be available upon request, in my office and on my website.
  
- II. HOW I MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU. The following categories describe different ways that I may use and disclose health information.
  - To anyone on our staff involved in your treatment program. This includes paid and volunteer, clinical and administrative staff, on a need-to-know basis.
  - To set-up and receive payment from you or from a third-party payer (such as your insurance) for services we provide to you.
  - To staff in connection with VALERIE MARTIN COUNSELING AND CONSULTATION SERVICES L.L.C.'s operations. Examples of these include but are not limited to the following: evaluating the effectiveness of our staff, supervising our staff, and improving the quality of our services, meeting accreditation standards, and in connection with licensing, credentialing, or certification activities.
  - We also may disclose your health information to your physician or other healthcare provider who is also treating you.
  - To professional business associates, such as a contracted medical billing agency. Business associates are expected and required to protect and safeguard our information with the highest professional standards. VALERIE MARTIN COUNSELING AND CONSULTATION SERVICES L.L.C.
  - To anyone you give us written authorization to have your protected health information, for any reason you want. You may revoke this authorization in writing

anytime you want. When you revoke an authorization, it will only affect the disclosure of your health information from that point on.

- To a family member, a person responsible for your care, or your personal representative in the event of an emergency. If you are present in such a case, we will give you an opportunity to object. If you object, or are not present, or are incapable of responding, we may use our professional judgment, considering the nature of the emergency, to go ahead and use or disclose your health information in your best interest at that time. In doing so, we will only use or disclose the aspects of your health information that are necessary to respond to the emergency.
- To avoid harm or if you are a danger to yourself or others. We may provide your health information to law enforcement personnel or persons able to prevent or mitigate a serious threat to the health and safety of a person or the public. Disclosure is compelled or permitted if 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 a threatened danger. Disclosure is mandated if we have a reasonable suspicion of child abuse or neglect. Disclosure is compelled or permitted by us if you tell us of a serious/imminent threat of physical violence by you against a reasonably identifiable victim or victims.
- To any person required by federal, state, or local laws to have lawful access to your treatment program. These may include, but are not limited to, circumstances involving clients who are military personnel, cases involving worker compensation, or if there is a possibility of a public health risk.

We also may contact you for the purpose of setting up appointment, appointment reminders, to provide you with treatment alternative and health-related information. We will not use your protected health information in any of our Practice's marketing, development, public relations, or related activities without your written authorization. We may use non-identifiable information, such as demographic and statistic information, in these ways. We will not disclose your health information in any ways other than those described in this notice unless you give written permission.

III. As a client of VALERIE MARTIN COUNSELING AND CONSULTATION SERVICES L.L.C you have the following important rights:

- A. With limited exceptions, you can make a written request to inspect your protected health information that is maintained by us for our use. You can ask us for photocopies of this information. We will charge you \$.25 per page for making these photocopies.
- B. You have a right to a copy of this notice at no charge.
- C. You can make a written request to have us communicate with you about your health information by alternative means, such as by fax only, or at an alternative location, such as your workplace only. Your written request must specify the alternative means and location. VALERIE MARTIN COUNSELING AND CONSULTATION SERVICES L.L.C.
- D. You can make a written request that we place other restrictions on the ways we use or disclose your health information. We may deny any or all of your requested restrictions. If we

agree to these restrictions, we will abide by them in all situations except those which, in our professional judgement, constitute an emergency.

E. You can make a written request that we amend any part of your health information. If we approve your written amendment, we will change or make addendums to our records accordingly. We will also notify anyone else who may have received this information, and anyone else of your choosing. If we deny your amendment, we will do so in writing. You can place a written statement in our records disagreeing with our denial of your request.

F. You may make a written request that we provide you with a list of those occasions where we or our business associates disclosed your health information for purposes other than for treatment, payment, or operations. This can go back as far as six years, but not before July 10, 2021. If you request this accounting more than once in a twelve-month period, we may charge you a fee based on our costs of tabulating these disclosures.

G. If you believe we have violated any of your privacy rights, or you disagree with a decision we have made about any of your rights in this notice you may complain to us in writing: VALERIE MARTIN COUNSELING AND CONSULTATION SERVICES L.L.C, 4237 LAFAYETTE CT., ERLANGER, KY 41018. You may also submit a written complaint to the United States Department of Health and Human Services. We will provide you with that address upon request.

We encourage you to provide your therapist with any concerns or complaints you may have about our privacy practices. We will try to accommodate your concern as quickly as possible.

We have the right to change any of these privacy practices if those changes are permitted or required by law. Any changes in our privacy practices will affect how we protect the privacy of your health information. This includes health information we will receive about you or that we create here at VALERIE MARTIN COUNSELING AND CONSULTATION SERVICES L.L.C. These changes could also affect how we protect the privacy of any of your health information before changes were made to this notice.

When we make any of changes, we will also change this notice and give you a copy of the new notice if you are an active client at the time of the change. When you are finished reading this notice, you may request a copy of it at no additional charge to you. If you request a copy of this notice at any time in the future, it will be provided to you at no charge. If you have any questions or concerns about the material in this notice, please ask for assistance which we will provide at no charge to you. Our most current Notice of Privacy Practices will also be posted in our office and online at [www.valeriemartinlisw-scounseling.com](http://www.valeriemartinlisw-scounseling.com)