

Notification of Privacy Policy Practices

(Initiated March 7, 2011)

This document describes how health care information about you may be used and disclosed and how you can get access to this information. Please read it carefully.

Your therapist will request your signature on an additional form to indicate that you have read and understand this document. In addition, you will be asked to sign a "Consent for Treatment" form prior to the start of your care. By signing the consent form, you will be consenting to the use and disclosure of your health care information for treatment, payment and health care options.

The following categories describe some of the different ways Joel Murphy, MA, AMFT, CSAT may disclose your health care information. For each category of use and disclosures, some examples may be given. Not every use or disclosure in each category will be listed.

For Treatment: Joel Murphy may use your health care information to provide you with treatment and services. Joel Murphy may disclose information about you to mental health care professionals for the purpose of supervision or case consultation according to the profession's legal and ethical standards. Joel Murphy may disclose information about you to other health care professionals outside of supervision and case consultation with appropriate authorizations.

For Payment: Joel Murphy may use and disclose health care information about you so that the treatment and services you receive may be billed and payment may be collected from you or another third party payer.

Appointment Reminders: Joel Murphy may use and disclose health care information to contact you as a reminder that you have an appointment for treatment.

To Avert a Serious Threat to Health or Safety: Joel Murphy may use or disclose your health care information when necessary to prevent a serious threat to your health and safety or the health and safety of another person (or the public). Any disclosure, however, would only be to someone in authority or some entity able to help prevent the threat.

As Require By Law: Joel Murphy may use or disclose your health care information about you when required to do so by federal, state, or local law. Joel Murphy may use or disclose your health care information about you in response to a subpoena or a subpoena issued in conjunction with a valid court order.

Law Enforcement: Joel Murphy may use or disclose your health care information about you if asked to do so by a law enforcement official as a part of law enforcement activities; in investigations of criminal conduct or to aid in the investigation of victims of a crime; in response to a court order; in emergency situations or when required to do so by law.

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Your Rights Regarding Your Health Care Information: You have the following rights regarding the health care information that Joel Murphy maintains about you:

Right to Inspect and Copy: You have the right to inspect and copy the health care information that may be used to make decisions about your treatment and care. In order to do so, you must submit your request in writing to Joel Murphy or the privacy officer of Joel Murphy. Requests will be processed in accordance with timelines and deadlines established by law.

Right to Amend: If you feel the health care information Joel Murphy has about you is incorrect or incomplete, you may ask to amend the information. You have the right to request an amendment for as long as the information is kept. In order to request an amendment, you must submit your request, in writing, to Joel Murphy. Additionally you must provide a reason that supports your request for an amendment.

Right to an Accounting of Disclosures: You have the right to request an “accounting of disclosures” Joel Murphy has made of health care information about you. In order to request an “accounting of disclosures” you must submit your request in writing to Joel murphy. Your request must state a time period and cannot exceed the previous six years. Joel Murphy will charge you a fee for the cost of obtaining, reproducing and mailing an accounting of disclosure.

Complaints Regarding Your Health Care Information Disclosure: If you believe your privacy rights have been violated, you may file a written complaint with Joel Murphy. You may not be penalized for filing a complaint.

Changes to this Notice: Joel Murphy will abide by the terms of this notice, but reserves the right to revise this notice as necessary.