

Omaha Family Counseling Place

1710 N. 144 Street, Suite 4

Omaha, NE 68154-4715

Phone: 402.915.1061

HIPAA Notice of Privacy Practices

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

By law, Omaha Family Counseling Place is required to protect the privacy of your personal health information. We are also required to give you this notice to tell you how we may use and/or disclose your personal health information (PHI)

'Personal Health Information' (PHI) includes any record of services you receive including, but not limited to:

- Dates, times, and length of your counseling sessions
- Information you share during a counseling session or at other times
- Your counselor's observations of you
- Your counselor's assessment of your mental health concerns
- Results of psychological tests
- Treatment plans and homework suggestions
- Medication records
- Billing and insurance information

Most of your PHI is in written form. Information about you that is not written down is also considered part of your PHI and is protected by law the same way written information is protected.

Information that cannot be traced back to you is not considered part of your personal health information. Examples include;

- Information about an experience you had that many people also had, and
- Information that is changed or made vague so that you cannot be associated with it.

Omaha Family Counseling Place must use and/or disclose your PHI to provide information:

- To you, or someone who has the legal right to act for you
- To the Secretary of the Department of Health and Human Services, when the degree to which your privacy is protected is being examined, and
- Where required by law

Omaha Family Counseling Place has the right to use and/or disclose your PHI to be paid for services provided to you. For example:

- Your insurance company may ask for your PHI as a condition for paying for services you receive
- If your account is referred to a collection agency, the collection agency may ask for the dates of sessions and the related charges and payment history
- To make sure you receive quality care, to provide customer services to you, to resolve any complaints you have, or to contact you about research studies

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Omaha Family Counseling Place may use or disclose your PHI for the following purposes under limited circumstances:

- To State and Federal agencies that have the legal right to obtain such information (such as a licensing board investigating an ethics complaint)
- For public health activities (such as reporting disease outbreaks)
- For government health care oversight activities (such as insurance fraud investigations)
- For judicial and administrative proceedings (such as in response to a court order)
- For law enforcement purposes (such as providing limited information to locate a missing person)
- For research studies that meet all privacy law requirements (such as research on effectiveness of a counseling technique)
- To avoid a serious and imminent threat to health or safety
- For the purpose of supervision, consultation and training
- To create a collection of information that can no longer be traced back to you

By law, Omaha Family Counseling Place must have your written permission (authorization) to use or disclose your PHI for any purpose that isn't set out in this notice. You may take back (revoke) your written permission at any time, except when Omaha Family Counseling Place has already acted, based on your written permission.

By law, you have the right to:

- View and receive a copy of your PHI held by Omaha Family Counseling Place
- Have your PHI amended if you believe that it is wrong or if information is missing and the counselor agrees. If the Counselor disagrees, you may have a statement of your disagreement added to your PHI
- Receive a listing of those getting your PHI. This listing will not include disclosures to which you have already consented, i.e. those for treatment, payment, or health care operations, sent directly to you or to your family; nor disclosures made to law enforcement or for national security purposes
- Ask that we communicate with you in a different manner (for example, by sending materials to a PO Box instead of your home address)
- Receive a separate paper copy of this notice.

If you believe Omaha Family Counseling Place has violated these privacy practices, you may contact Tyler Byrd, LIMHP at 402.915.1061. If you wish to file a complaint, you may contact the Department of Health and Human Services @ HHSS.HIPAAOffice @dhhs.ne.gov.

Filing a complaint will not affect the services you receive.

By law, Omaha Family Counseling Place is required to follow the terms in this privacy notice. If any changes are made to the way your PHI is used while you are a client, you will receive a new notice within 60 days of the change.

This notice went into effect March 1, 2017.