

# Notice of Privacy Practices

---

Mind and Money Counseling, LLC

750 E Fireweed Lane, Suite 101

Anchorage, AK 99503

907-202-4568

mindandmoneycounselingllc@outlook.com

This notice went into effect on January 3rd, 2025

## 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.

This notice is required by the federal government under the Health Insurance Portability and Accountability Act (HIPAA), a federal law that provides privacy protections and patient rights with regard to the use and disclosure of Protected Health Information (PHI) used for the purpose of treatment, payment, and other health care operations. This notice describes how your information may be used and disclosed and how you can access this information. I am required to obtain your signature indicating that you have received this notice.

### I. Uses and Disclosures for Treatment, Payment, and Health Care Operations

- I may use or disclose your/your child's protected health information (PHI) for treatment, payment, and health care operations purposes with your general consent to treatment. To help clarify these terms, here are some definitions:
- PHI refers to information in your health record that could identify you.
- Treatment, Payment, and Health Care operations: *Treatment* is when I provide, coordinate, or manage your/your child's health care other related services. An example of treatment would be when I consult with another health care provider, such as a supervisor, family physician, or another mental health practitioner. *Payment* is when I obtain reimbursement for your/your child's health care or to determine your/your child's coverage. *Health Care Operations* are activities that relate to the performance and operation of my practice. Examples of health care operations are quality improvement activities and business related matters such as audits and administrative services.
- *Use* applies only to activities within my office, such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
- *Disclosure* applies to activities outside of my office, such as releasing, transferring, or providing access to information about you to other parties.

### II. Uses and Disclosures Requiring Authorization

I may use or disclose your/your child's PHI for purposes outside of treatment, payment, or health care operations only with your authorization. An "authorization" is specific written permission. When I am asked for information for purposes outside of treatment, payment, or health care operations, I will obtain an authorization from you before releasing this information. I will also need to obtain an authorization before releasing your/your child's psychotherapy notes if they are maintained separately. *Psychotherapy Notes* are notes I may have made about our conversation during an individual, group, or family session which may or may not be kept separate from the rest of your/your child's record.

You may revoke, in writing, all such authorizations at any time. You may not revoke an authorization to the extent that (1) I have already relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage, law provides the insurer the right to contest a claim for payment.

### III. Uses and Disclosures with Neither Consent nor Authorization

I may use or disclose your/your child's PHI without your consent or authorization in the following circumstances:

- Child Abuse - If I, in the performance of my occupational duties, reasonably suspect that a child has suffered harm as a result of child abuse or neglect, I must immediately report the harm to the appropriate authority.
- Vulnerable Adult - If I, in the performance of my occupational duties, have reasonable cause to believe that a vulnerable adult suffers from abandonment, exploitation, abuse, neglect, or self-neglect, then I must report

that belief to the appropriate authority.

- Health Oversight Activities - I may disclose PHI to the appropriate board of the Alaska Division of Occupational Licensing or Department of Community and Economic Development in proceedings conducted by the board or the department where the disclosure of confidential communications is necessary to defend against charges before the board or department.
- Judicial and Administrative Proceedings - If you are/your child is involved in a court proceeding and a request is made for information about your/your child's diagnosis and treatment and the records thereof, such information is privileged under state law, and I will not release information without the written authorization of you or your legally appointed representative or a court order. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court-ordered. I will inform you in advance if this is the case.
- Serious Threat to Health or Safety - I may disclose your/your child's PHI if you/your child communicate an immediate threat of serious physical harm to an identifiable victim. If you/your child present an imminent risk of serious harm to self, I may disclose information necessary to protect you/your child.

#### IV. Patient's Rights and Practitioner's Duties

##### Patient's Rights:

- *Right to Request Restrictions* - You have the right to request restrictions on certain uses and disclosures of protected health information. However, I am not required to agree to a restriction you request.
- *Right to Receive Confidential Communications by Alternative Means and at Alternative Locations* - You have the right to request and receive confidential communications of PHI by alternative means at alternative locations (e.g., if you do not want a family member to know that you are seeing me).
- *Right to Inspect and Copy* - You have the right to inspect and/or obtain a copy of PHI in my records for as long as they are retained with limited exceptions. On your request, I will discuss the the request process with you. There may be a fee for copying your records.
- *Right to Amend* - You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. I may deny your request. On your request, I will discuss the amendment process with you.
- *Right to an Accounting* - You have the right to obtain an accounting of disclosures of PHI that were made without your authorization (those is section III of this notice). On your request, I will discuss the accounting process with you. There may be a fee for the time required to compile this information.
- *Right to a Paper Copy* - You have the right to obtain a paper copy of this notice from me upon request.

##### Practitioner's Duties:

- I am required by law to maintain the privacy of PHI and to provide you with a notice of my legal duties and privacy practices with respect to PHI.
- I reserve the right to change the privacy policies and practices described in this notice. Unless I notify you of such changes, I am required to abide by the terms currently in effect.
- If I revise my policies or procedures, I will provide or make the revisions available to you. If you are a current client, I will provide you with a revised version electronically, in-person, or by mail. If you are a former client, not currently receiving services, the most current revision of this notice will be available upon request.

#### V. Questions and Complaints

If you have questions about this notice, disagree with a decision I make about access to your records, or have other concerns about your privacy rights, please discuss these with me. If you are dissatisfied with the outcome of that discussion, you may send a written complaint to the Secretary of the U.S. Department of Health and Human Services. I can provide you with the appropriate address upon request.

#### VI. Effective Date, Restrictions, and Changes to Privacy Policy

Please note that this notice is a minimum standard dictated by state and federal laws. The same laws allow me to further limit the uses of disclosures that I will make without your consent.

This notice is effective as of January 3rd, 2025. I reserve the right to change the terms of this notice and to make the new notice provisions effective for all PHI that I maintain. If this occurs, I will notify you with the new form.

BY SIGNING BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.