

NOTICE OF PRIVACY PRACTICE

This notice describes how your Protected Health Information (PHI) may be used and disclosed by Creative Behavioral Connections (CBC) and how you can obtain access to this information. Please review this information carefully.

UNDERSTANDING YOUR PROTECTED HEALTH INFORMATION

Understanding what is in your health record and how your health information is used will help you to ensure its accuracy, allow you to better understand who, what, when, where, and why others may access your health information, and assist you in making more informed decisions when authorizing disclosure to others. When you visit us, we keep records of your symptoms, examinations, test results, diagnosis, treatment plans, progress notes, and other medical information. We also may obtain health records from other providers. In using and disclosing this PHI we will follow the Privacy Standards of the Federal Health Insurance Portability and Accountability Act (HIPAA), 45CFR, Part 464. The law allows us to use and disclose PHI without your specific authorization for treatment, payment, operations, and other specific purposes explained in this notice. This includes contacting you for appointment reminders and follow-up care.

YOUR HEALTH INFORMATION RIGHTS

You have the right to:

- Request a restriction of the uses and disclosures of PHI as described in this notice, although we are not required to agree to the restriction you request. You should address your request in writing to the Privacy Officer at CBC. We will notify you within 30 days if we cannot agree to the restriction.
- Obtain a paper copy of this Notice and upon written request, inspect and obtain a copy of your health record for a fee of \$.60 per page and the actual cost of postage per **NRS 629.061**, except that you are not entitled to access to, or to obtain a copy of psychotherapy notes and information compiled for legal proceedings.
- Amend your health record by submitting a written request with the reasons supporting the request to the Privacy Officer. In most cases, we will respond within 30 days. We are not required to agree to the request amendment.
- Obtain an accounting of disclosures of your PHI, except that we are not required to account for disclosures for treatment, payment, operations, or pursuant to authorizations, among other exceptions.
- Request in writing to the Privacy Officer that we communicate with you by a specific method and at a specific location. We will typically communicate with you in person; or by letter, email, fax, and/or telephone.
- Revoke authorization to use or disclose PHI at any time except when action has already taken place.

OUR RESPONSIBILITIES

The law requires us to:

- Maintain the privacy of PHI and provide you with notice of our legal duties and privacy practices with respect to PHI.

- Abide by the terms of the notice currently in effect. We have the right to change our Notice of Privacy Practices and will apply the change to all of your PHI, including information obtained prior to the change.
- Post notice of any changes in our Privacy Policy in the lobby and make a copy available to you upon your request.
- Use or disclose your PHI only with your authorization except as described in this notice.
- Follow the more stringent law in any circumstance where other state or federal law may further restrict the disclosure of your PHI.

FOR MORE INFORMATION OR TO REPORT A PROBLEM

You may contact the designated Privacy Officer, Linda Stevens, Quality Assurance Manager, 5803 W. Craig Road, Suite 105, Las Vegas, NV 89130, 702-901-5200. If you feel your rights have been violated, you may file a complaint in writing with the Privacy Officer. If you are not satisfied with the resolution of the complaint, you may also file a complaint with the Secretary of Health and Human Services. Filing a complaint will not result in retaliation.

DISCLOSURES OF PHI

We may use or disclose your PHI for treatment, payment and operation, and for purposes described below:

- **Treatment:** We will use and exchange information obtained by a physician, nurse practitioner, psychologist, or other health professionals, staff, trainees and volunteers in our office to determine your best course of treatment. The information obtained from you or from other providers will become a part of your medical records. We may also disclose your health care information to other outside treating medical professionals and staff as determined necessary for your care. For example, we may disclose your PHI to an outside doctor for referral. We may also provide your health care providers with copies of various reports to assist them in your treatment.
- **Payment:** We will send a bill to you or to your insurance carrier. The information on or accompanying the bill may include information that identifies you, as well as the portion of your PHI necessary to obtain payment.
- **Health Care Operations:** Members of the staff, trainees, students, a Risk or Quality Improvement team, or similar internal personnel may use your information to assess the care and outcomes of your care in an effort to improve the quality of the care and services we provide or for educational purposes. For example, an internal review team may review your medical records to determine the appropriateness of care. There may also be times in which our accountants, auditors, or attorneys may be required to review your health information to meet their responsibilities.
- **Other uses and disclosures not requiring authorization:**
 - **Business Associates:** There are some services provided to our organization through contracts with business associates. We may disclose your PHI to our business associates so that they can perform these services. We require the business associates to safeguard your information to our standards.
 - **Notifications:** We may disclose limited PHI information to friends and family identified by you as being involved in your care or assisting you with payment. We may also notify a family member, or another person responsible for your care, about your location and general condition.

- **Legally Required Disclosures, Public Health, & Law Enforcement:** We may disclose PHI as required by law, or in a variety of circumstances authorized by federal or state law. For example, we may disclose PHI to government officials to avert a serious threat to health or safety or for public health purposes, such as to prevent or control communicable disease (which may include notifying individuals that may have been exposed to the disease, though in such circumstance you will not be personally identified), to an employer to evaluate whether an employee has a work related injury, and to public officials to report births and deaths. We may disclose PHI to law enforcement such as limited information for identification and location purposes, or information regarding suspected victims of crime, including crimes committed on our premises. We may also disclose PHI to others as required by court or administrative order, or in response to a valid summons or subpoena.
- **Information Regarding Decedents:** We may disclose PHI regarding a deceased person to: 1) Coroners and Medical Examiners to identify cause of death or other duties; 2) Funeral Directors for their required duties; and 3) to procurement organizations for purposes of organ and tissue donation.
- **Research:** We may also disclose PHI where the disclosure is solely for the purpose of designing a study, or where the disclosure concerns decedents, or institutional review board or privacy board has determined that obtaining authorization is not feasible and protocols are in place to ensure that privacy of your PHI. In all other situations, we may only disclose PHI for research purposes with your authorization.
- **Disclosures Requiring Authorization:** All other disclosures of PHI will only be made pursuant to your written authorization; which you have the right to revoke at any time, except to the extent we have already relied upon the authorization.

ACKNOWLEDGEMENT

Client's Name- Please Print

By signing this form, you acknowledge receipt of this Notice of Privacy Practice. Our Notice of Privacy Practice provides information about how we may use and disclose your PHI. We encourage you to read this information in full.

If you have any questions about our Privacy Practices, please contact our front office at 702-901-5200.

Client, Parent/Legal Guardian Signature

Date

Print Name

Relationship to Client