

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

This notice describes how medical information about you may be used and disclosed, and how you can get access to this information. All information revealed by you in a counseling/therapy session and most information placed in your patient file (medical records or other individually identifiable health information disclosed in any form- electronic, paper or oral) is considered protected health information "PHI" by HIPAA. Your PHI cannot be distributed to anyone without your informed and voluntary written consent. The exceptions that do not require your consent or authorization for use/disclosure of PHI are listed below:

1. Uses and disclosures required by law, such as files court-ordered by a judge;
2. Uses and disclosures about victims of abuse, neglect, or domestic violence, as explained in the confidentiality section of the Tracy Webb Counseling, LLC Professional Disclosure Statement;
3. Uses and disclosures for health and oversight activities, such as correcting records or correcting records already disclosed;
4. Uses and disclosures for judicial and administrative proceedings, such as a case where you are claiming malpractice or breach of ethics;
5. Uses and disclosures for law enforcement purposes, such as if you intend to harm someone (see the confidentiality section in the Tracy Webb Counseling, LLC Disclosure Statement;
6. Uses and disclosures for research purposes, such as using client information in research while maintaining client confidentiality;
7. Uses and disclosures to avert a serious threat to health or safety, such as calling Probate Court for a commitment hearing;
8. Uses and disclosures for Worker's Compensation, such as basic information obtained in therapy/counseling as a result of your Worker's Compensation claim.

Your Rights as a Counseling/Therapy Client under HIPAA

As a client, you have the right to see your counseling/therapy file. Psychotherapy notes are afforded special privacy protection under the HIPAA regulations and are excluded from this right. Therefore, your therapist will not release psychotherapy notes. In lieu of psychotherapy notes, your therapist can provide you with the following information (a designated record set), which HIPAA allows to be released:

Psychotherapy start and stop times	Modalities and frequencies of treatment
Results of any clinical testing	Functional status
Treatment plans	Progress to date
Symptoms	Diagnoses
Prognosis	Medication prescription and monitoring

As a client, you have the right:

- to receive a history of all disclosures of protected health information;
- to request amendments to your counseling/therapy file;
- to restrict the use and disclosure of your PHI for the purposes of treatment, payment, and operations. If you choose to release any PHI, you will be required to sign a Release of Information form detailing exactly to whom and what information you wish disclosed.
- to register a complaint with the Secretary of Health and Human Services if you feel your rights, herein explained, have been violated.

Your PHI will be kept on file for 7 years after termination of treatment as required by SC Law.