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NOTICE OF PRIVACY PRACTICES

This notice describes how medical/health information about you may be used and disclosed, and how you can get access to this information. Please review carefully.

As of April 14, 2003, the Health Information Portability and Accountability Act of 1996 (HIPAA) requires that I provide you with information about how I use and protect the information you provide me in the course of treatment. This Notice is a statement of my privacy policies and your rights under HIPAA.

Information that is included in your file:

Your file of “protected health information” includes all of the data I collect from you (address, telephone number, insurance information, history, medication and so forth) and the progress notes I create after each session. The files also contains notes of any contacts with other persons, such as your doctor, and a log of all such “collateral” contacts.

How your information is stored:

All of your protected health information is stored in a locked file cabinet in a folder identified by your initials and a client number I assign. Only I have access to the keys to that file cabinet.

How your information will be used:

It is my policy to hold your information in strict confidentiality, and to use it only for the purposes of your treatment. This means that I will not disclose any personal information, including the fact that you are receiving treatment, to anyone without your written permission (and the written permission of legal guardians of children under the age of 13). There are certain legally required exceptions to this policy:

1. I am required by Alaska law to report to the appropriate authorities, incidents of abuse of a child, elder, or vulnerable adult of which I become aware. It is my policy to discuss the

necessity of disclosure with my client if at all possible before reporting.

2. If you are suicidal or in danger of hurting yourself, I am ethically obligated to notify the appropriate authorities in order to protect your safety.
3. If you threaten to harm another person, I have the duty to break confidentiality, warn the person, and warn the appropriate authorities.
4. In certain legal proceedings I may be required to reveal information in response to a court or administrative agency order, and in certain cases in response to a subpoena, discovery request or other lawful process.
5. Please be aware that both custodial and non-custodial parents may have access to the treatment records of their minor children (children under 18).
6. I have the right to disclose necessary protected client information in any legal proceedings involving my license.
7. I may have to disclose certain protected client information in the course of an investigation by the Secretary of the Department of Health and Human Services regarding compliance with HIPAA.
8. I may be required to disclose certain protected client information for public health purposes, or in regard to communicable diseases.

In addition, I participate in consultation with other professionals. Any individual case information revealed in consultation is disguised to prevent identification of the client involved, and of course your name will never be used.

Clinician's duties:

I have the duty to protect the privacy of your client information as discussed above, and to provide you with this written description of my privacy practices and policies.

I must abide by my written privacy policies then in effect.

I may change my privacy practices or polices, but I must also revise the Notice and inform you of any change. Revised polices are effective for all protected client information, whether or not you are still in treatment with me. You may request a copy of my revised polices at any time, by providing your name and address.

Your rights under HIPAA

You have the right to request that I restrict the use and disclosure of your protected health information for treatment, payment and health care operations. I am not required to agree to your restrictions, but I am bound by my agreements I do make with you in this regard.

You have the right to request that I contact you by alternate methods and locations, instead of the standard practice of telephoning you at your home or office.

You have the right to inspect and obtain a copy of your official client record.

You have the right to amend the information in your client record, which you believe is erroneous.

You have the right to an accounting of disclosures of your private health information.

You have the right to receive a copy of this notice upon request.

You have the right to file a complaint with me, the Secretary of Health and Human Services, or both in regard to my HIPAA practices. I will not retaliate against you should you file such a complaint.

By signing below, I acknowledge that I have read and received a copy of Inner Wisdom

Counseling's NOTICE OF PRIVACY PRACTICES:

Signature of Client

Date

Signature of Parent/Guardian

Relationship to Client

Date