

## Notice of Privacy Practices

This notice describes how health information may be used and disclosed and how you can access this information.

## Our Pledge to You

Counseling for Men understands that information about you and your health care is personal. Protecting that information is taken seriously. A record of the care and services you receive is created in order to provide quality treatment and to comply with legal requirements. This notice applies to all records of your care generated by Counseling for Men.

This notice explains:

- How your health information may be used and disclosed.
- Your rights regarding your health information.
- Counseling for Men's legal duties in protecting your information.

Counseling for Men is required by law to:

- Ensure that protected health information (PHI) that identifies you is kept private.
- Provide this notice of legal duties and privacy practices.
- Follow the terms of this notice currently in effect.

Counseling for Men may change the terms of this Notice at any time. Any changes will apply to all information maintained. A current copy will always be available upon request and on the website.

## How Health Information May Be Used and Disclosed

### For Treatment, Payment, or Health Care Operations

Federal regulations allow the use or disclosure of PHI without written authorization when necessary for treatment, payment, or health care operations. For example:

- A clinician may consult with another healthcare provider to coordinate treatment.
- Billing and administrative functions may require the use of PHI to obtain payment or manage services.

"Treatment" includes coordination with other providers, consultations, and referrals. For treatment purposes, disclosures are not limited to the minimum necessary standard because providers need complete information to ensure quality care.

### Lawsuits and Disputes

If involved in a legal proceeding, PHI may be disclosed in response to a court or administrative order. If a subpoena or lawful request is issued by another party, efforts will be made to notify you or obtain protective measures when possible.

### Certain Uses and Disclosures Require Written Authorization

### Psychotherapy Notes

Counseling for Men maintains psychotherapy notes as defined by law. These notes cannot be used or disclosed without your written authorization, except when:

- Used for your treatment.
- Used for training or supervision purposes to improve clinical skill.
- Needed to defend Counseling for Men in legal proceedings initiated by you.
- Required by the Secretary of Health and Human Services to investigate compliance.
- Required by law.
- Required for health oversight activities.

- Required by a coroner as authorized by law.
- Necessary to help avert a serious threat to health or safety.

### **Marketing**

Counseling for Men does not use or disclose PHI for marketing purposes.

### **Sale of PHI**

Counseling for Men does not sell PHI.

### **Certain Uses and Disclosures Do Not Require Authorization**

PHI may be used or disclosed without authorization in the following situations:

- When required by state or federal law.
- To report suspected abuse or to prevent or reduce a serious threat to health or safety.
- For audits or investigations by health oversight agencies.
- For judicial or administrative proceedings (though obtaining Authorization is preferred when possible).
- For law enforcement purposes, including reporting crimes on the premises.
- To coroners or medical examiners carrying out legal duties.
- For research, when permitted by law or approved by review processes.
- For specialized government functions, such as national security or correctional safety.
- For workers' compensation claims when required by law.

Appointment reminders or information about treatment alternatives or services may also be provided.

### **Disclosures You Have the Opportunity to Object To**

With your agreement (or unless you object), PHI may be shared with family members, friends, or others involved in your care or in payment for your care. In emergencies, the opportunity to object may be provided after the fact.

### **Your Rights Regarding Your PHI**

- **Right to Request Limits:** You may request restrictions on the use or disclosure of PHI. Counseling for Men may deny the request if it may impact care.
- **Right to Restrict Disclosures When You Pay Out-of-Pocket:** If you pay for a service entirely out-of-pocket, you may request that PHI not be shared with your health plan for that service.
- **Right to Choose How PHI Is Communicated:** You may request contact be made in a particular way (e.g., at a specific phone number).
- **Right to Access PHI:** You may request an electronic or paper copy of your record (except psychotherapy notes). A reasonable cost-based fee may apply.
- **Right to an Accounting of Disclosures:** You may request a list of disclosures made in the past six years, except for those made for treatment, payment, or health care operations.
- **Right to Request Amendment:** You may request corrections or additions to your PHI. If the request is denied, written explanation will be provided.
- **Right to a Paper or Electronic Copy of This Notice:** You may request a copy at any time.

By signing below, you acknowledge that you have read, understood, and agree to the items outlined in this document.

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Signature

Date