

#

# **Entertainment Health Services**

**3200 West End Avenue**

**Nashville, TN 37203**

 **615-800-2634**

HIPAA Notice of Privacy Practices Effective Date: 08/01/2015

This notice is required by Federal law, and the information it contains is mandated by that law. If you have any questions about how your Protected Health Information (PHI) is used, please contact me.

THIS NOTICE DESCRIBES HOW YOUR PRIVATE HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Purpose of this Notice:

We are required by law to protect the privacy of your health information. We are also required to provide you notice of Private Practices, which explains how we may use information about you and when we can disclose that information to others. You also have rights regarding your health information that are described in this notice. We are required by law to abide by the terms of this notice.

I must abide by the terms of this Notice, and I must notify you if a breach of your unsecured PHI occurs. I can change the terms of this Notice, and such changes will apply to all information I have about you. The new Notice will be available upon request, in my office, and on my website. The website will always have the most recent version.

Except for the specific purposes set forth below, I will use and disclose your PHI only with your written authorization (“Authorization”). It is your right to revoke such Authorization at any time by giving me written notice of your revocation.

Uses (Inside Practice) and Disclosures (Outside Practice) Relating to Treatment, Payment, or Health Care Operations Do Not Require Your Written Consent. I can use and disclose your PHI without your Authorization for the following reasons:

1. For your treatment. We may use and disclose your PHI to provide you with treatment, which may include disclosing your PHI to another health care professional. For example, if you are being treated by a physician or a psychiatrist, I may need to disclose your PHI to him or her to help coordinate your care. We will strive to obtain your authorization before any disclosure of you PHI, but this may not always be possible in emergency circumstances or if state law or federal regulations otherwise allow the disclosure.
2. To obtain payment for your treatment. We may use and disclose your PHI to bill and collect payment for the treatment and services provided by Entertainment Health Services to you. For example, we may send your PHI to your insurance company to get paid for the health care services that we have provided to you, although our preference is for you to give an Authorization to do so.
3. For health care operations. We may use and disclose your PHI for purposes of conducting health care operations pertaining to this practice and our services. For example, we may use PHI to review treatment and services being provided to insure highest quality and standards. We may also review PHI to evaluate staff performance or share with other EHS personnel for learning purposes. We may remove identifying information and combine protected health information to help determine what further services to offer within EHS or for health care study purposes.

Certain Uses and Disclosures Require Your Authorization.

1. Psychotherapy Notes. I do not keep “psychotherapy notes” as that term is defined in 45 CFR § 164.501; rather, I keep a record of your treatment and you may request a copy of such record at any time, or you may request that I prepare a summary of your treatment. There may be reasonable, cost-based fees involved with copying the record or preparing the summary.
2. Marketing Purposes. As a psychotherapist, I will not use or disclose your PHI for marketing purposes. Marketing is defined as receiving
3. Sale of PHI. As a psychotherapist, I will not sell your PHI in the regular course of my business. Certain Uses and Disclosures Do Not Require Your Authorization. Subject to certain limitations

mandated by law, I can use and disclose your PHI without your Authorization for the following reasons:

1. When disclosure is required by state or federal law, and the use or disclosure complies with and is limited to the relevant requirements of such law.
2. For public health activities, including reporting suspected child, elder, or dependent adult abuse, or preventing or reducing a serious threat to anyone’s health or safety.
3. For health oversight activities, including audits and investigations.
4. For judicial and administrative proceedings, including responding to a court or administrative order, although my preference is to obtain an Authorization from you before doing so.
5. For law enforcement purposes, including reporting crimes occurring on my premises.
6. To coroners or medical examiners, when such individuals are performing duties authorized by law.
7. For research purposes, including studying and comparing the mental health of patients who received one form of therapy versus those who received another form of therapy for the same condition.
8. Specialized government functions, including, ensuring the proper execution of military missions; protecting the President of the United States; conducting intelligence or counter-intelligence operations; or, helping to ensure the safety of those working within or housed in correctional institutions.
9. For workers' compensation purposes. Although my preference is to obtain an Authorization from you, I may provide your PHI in order to comply with workers' compensation laws.
10. Appointment reminders and health related benefits or services. I may use and disclose your PHI to contact you to remind you that you have an appointment with me. I may also use and disclose your PHI to tell you about treatment alternatives, or other health care services or benefits that I offer.

financial remuneration for communicating about

other businesses’ health-related services or products to patients.

Certain Uses and Disclosures Require You to Have the Opportunity to Object.

1. Disclosures to family, friends, or others. I may provide your PHI to a family member, friend, or other person that you indicate is involved in your care or the payment for your health care, unless you object in whole or in part. The opportunity to consent may be obtained retroactively in emergency situations.

YOUR RIGHTS REGARDING YOUR PHI

You have the following rights with respect to your PHI:

1. The Right to Request Limits on Uses and Disclosures of Your PHI. You have the right to ask me not to use or disclose certain PHI for treatment, payment, or health care operations purposes. I am not required to agree to your request, and I may say “no” if I believe it would affect your health care.
2. The Right to Request Restrictions for Out-of-Pocket Expenses Paid for In Full. You have the right to request restrictions on disclosures of your PHI to health plans for payment or health care operations purposes if the PHI pertains solely to a health care item or a health care service that you have paid for out-of-pocket in full.
3. The Right to Choose How I Send PHI to You. You have the right to ask me to contact you in a specific way (for example, home or office phone) or to send mail to a different address, and I will agree to all reasonable requests.
4. The Right to See and Get Copies of Your PHI. Other than “psychotherapy notes,” you have the right to get an electronic or paper copy of your medical record and other information that I have about you. I will provide you with a copy of your record, or a summary of it, if you agree to receive a summary, within 30 days of receiving your written request, and I may charge a reasonable, cost based fee for doing so.
5. The Right to Get a List of the Disclosures I Have Made. You have the right to request a list of instances in which I have disclosed your PHI for purposes other than treatment, payment, or health care operations, or for which you provided me with an Authorization. I will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list I will give you will include disclosures made in the last six years unless you request a shorter time. I will provide the list to you at no charge, but if you make more than one request in the same year, I will charge you a reasonable cost based fee for each additional request.
6. The Right to Correct or Update Your PHI. If you believe that there is a mistake in your PHI, or that a piece of important information is missing from your PHI, you have the right to request that I correct the existing information or add the missing information. I may say “no” to your request, but I will tell you why in writing within 60 days of receiving your request.
7. The Right to Get a Paper or Electronic Copy of this Notice. You have the right get a paper copy of this Notice, and you have the right to get a copy of this notice by e-mail. And, even if you have agreed to receive this Notice via e-mail, you also have the right to request a paper copy of it.

HOW TO COMPLAIN ABOUT MY PRIVACY PRACTICES

If you believe your privacy rights have been violated, you may file a complaint with EHS, Privacy Officer. To file a complaint with EHS, contact EHS at 615-800-2634 and ask for the Consumer Affairs Representative.

You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by:

Sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201; Calling 1-877-696-6775; or, V[isiting www.hhs.gov/ocr/privacy/hipaa/complaints.](http://www.hhs.gov/ocr/privacy/hipaa/complaints)

There will be no retaliation against you if you file a complaint. EFFECTIVE DATE OF THIS NOTICE

This notice went into effect on August 1, 2015. The latest version was effective on the date noted at the beginning of this document