

Family Services/Family Counseling

Family Services Agency includes Family Counseling and A Better Way

Privacy Notice

Effective Date: April 14, 2003

THIS NOTICE DESCRIBES HOW YOUR MEDICAL & PROTECTED HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THAT INFORMATION

PLEASE REVIEW THIS NOTICE CAREFULLY

Please Note: A more thorough explanation of the Family Services Privacy Notice can be obtained at any time by requesting a copy from the reception desk, Family Services Privacy Officer, your therapist, and/or accessing the Family Services web page at <http://familyservices.uwclt.org>.

- Your confidential health information may be released to and shared with other members of the treatment team and/or agency as needed to provide you and your family with quality care and treatment.
- Your confidential health information may be released to your insurance provider for reimbursement for the services provided to you and your family.
- Your confidential health information may be released to public or law enforcement officials in the event of an investigation in which you and/or child are a victim of an alleged abuse, crime or domestic violence or in the cases of missing persons.
- Your confidential health information may be released to other health care providers in the event of a need for emergency care.
- As required by law, your confidential health information may be released to a public health organization or federal organization to report communicable disease or untoward event to a biological product (food or medication).
- Your confidential health information may not be released for any other purpose than that which is identified in this notice (including the more detailed notice).
- Your confidential health information may be released only after receiving written authorization from you and/or your parent/legal guardian. You may revoke your authorization to release confidential health information at any time.
- You may be contacted by Family Services/Family Counseling staff to remind you of any appointment or other health services that may be of interest to you and/or your family.
- Family Services may contact you for the purposes of fund-raising to support the agency's operations.
- You have the right to restrict the uses/disclosures of your confidential health information. However, Family Services/Family Counseling may choose to refuse your restriction if it is in conflict of providing you and your family with quality health care or in the event of an emergency situation.
- You have the right to receive confidential communications about your health care.
- You have the right to review and photocopy any/all portions of your health information. However, Family Services does reserve the right to refuse copies of portions of the clinical record as allowed by law.
- You have the right to make changes to your health information. However, Family Services does reserve the right to refuse copies of portions of the clinical record as allowed by law.
- Family Services is required by law to maintain your health information confidentially.

- Upon request, you have the right to receive a more thorough Notice of Privacy Practices. This can be requested at any time from the reception desk, Family Services' Privacy Officer, or your therapist.
- Family Services is bound to our Notice of Privacy Practices. We reserve the right to make changes as necessary. If changes are made, you may receive an updated copy of the Notice of Privacy Practices.