

CUMBERLAND VALLEY COUNSELING ASSOCIATES

PRIVACY OF INFORMATION POLICIES

This form describes the confidentiality of your medical records, how the information is used, your rights, and how you may obtain this information. You have received a full description of CVCA's Privacy of Information Policies. This form is a shortened version of that form.

OUR LEGAL DUTIES:

State and Federal laws require that CVCA keeps your medical records private. CVCA respects your privacy and abides by ethical and legal requirements regarding confidentiality of records.

USE OF INFORMATION:

Information that you provide to CVCA is used for diagnosis, treatment planning, treatment and continuity of care. With your written permission, information will be disclosed to your insurance company, your family physician and to any other person that you give written permission to permit the release of information.

CVCA will not release information about you without your written permission. However, certain laws require CVCA to release information with or without your permission. The following lists many of these situations but is not intended as an exclusive list as laws may change.

1. Duty to Warn and Protect:

When a therapist believes that a client will seriously harm self or another, the therapist responsibility is for the safety of the client or other. With a suicidal client, CVCA is required to notify legal authorities and make reasonable attempts to notify the family of the client; or, to warn the intended victim and report this information to legal authorities.

2. Public Safety:

A client's record maybe subpoenaed by a judge and CVCA must comply with that subpoena.

3. Abuse:

If a child or vulnerable adult states or suggests that he/she is abused, then, CVCA is required to report this information to the appropriate social service and/or legal authorities.

RIGHT REGARDING YOUR PROTECTED HEALTH INFORMATION (PHI)

Your rights regarding your health information have been expanded as of September 23, 2013. A summary of these rights are listed.

- 1. If CVCA learns that your information has been breached, CVCA will notify you in writing regarding the specifics of the breach.**
- 2. If you have paid "Out of Pocket", "Private Pay", CVCA cannot release that information to health insurances, marketing companies, "sell your information" without your specific, written, signed authorization.**
- 3. After your death, CVCA can make relevant disclosures to your family and friends under essentially the same circumstances such disclosures were permitted when you were alive. Essentially billing your family for any financial balance you may have with CVCA.**
- 4. Using electronic transmission of information, i.e. emails, only if you are advised of the risk and still request that method of transmission. You will need to sign a release of information stating that you agree to electronic transmission of your information, including date/time of sessions.**
- 5. If you request a paper copy of your record, or, an electronic copy if that is available, you will be charged a fee that includes labor and supply costs. (See CVCA Office Staff for published rate.)**

ADDITIONAL RIGHT YOU HAVE

- You have the right to request to review medical file
- You have the right to cancel a release of information by providing CVCA a written notice
- You have the right to restrict which information may be disclosed to other
- You have the right to disagree with information in your file and may request to change it
- You have the right to know what information in your file has been released to whom

Complaints:

If you have any complaints or questions regarding these procedures, please contact the President of the Board of Directors of CVCA. (Office staff will provide this information) You may also submit a complaint to the U.S. Department of Health and Human Services, Washington D.C. and/or to State Board of Psychologists, Social Worker or Professional Counselors.