



AMY DAVIS KING, MA MFT

Licensed Marriage and Family Therapist – LMFT-0469

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Notice of Policies and Practices to Protect the Privacy of Your Health Information

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

I. Uses and Disclosures for Treatment and Payment

Amy Davis King may use or disclose your protected health information (PHI), for treatment or payment purposes with your consent. “PHI” refers to information in your health record that could identify you.

II. Uses and Disclosures Requiring Authorization

Amy Davis King may use or disclose PHI for purposes outside of treatment or payment when your appropriate authorization is obtained. An “authorization” is written permission above and beyond the general consent that permits only specific disclosures. In those instances when she is asked for information for purposes outside of treatment or payment, she will obtain an authorization from you before releasing this information. She will also need to obtain an authorization before releasing your Psychotherapy Notes. “Psychotherapy Notes” are notes she has made about your conversation during a private, group, joint, or family counseling session, which she has kept separate from the rest of your medical record. These notes are given a greater degree of protection than PHI. You may revoke all such authorizations (of PHI or Psychotherapy Notes) at any time, provided each revocation is in writing.

III. Uses and Disclosures with Neither Consent nor Authorization

Amy Davis King may use or disclose PHI without your consent or authorization in the following circumstances:

- *Child Abuse* – Amy Davis King is required to report PHI to the appropriate authorities when she has reasonable grounds to believe that a minor is or has been the victim of neglect or physical and/or sexual abuse.
- *Adult and Domestic Abuse* – If Amy Davis King has the responsibility for the care of an incapacitated or vulnerable adult, she is required to disclose PHI when she has a reasonable basis to believe that abuse or neglect of the adult has occurred or that exploitation of the adult's property has occurred.
- *Health Oversight Activities* – If the Arizona Board of Behavioral Health Examiners is conducting an investigation, then she is required to disclose PHI upon receipt of a subpoena from the Board.
- *Judicial and Administrative Proceedings* – If you are involved in a court proceeding and a request is made for information about the professional services Amy Davis King provided you and/or the records thereof, such information is privileged under state law, and she will not release information without the written authorization of you or your legally appointed representative or a court order. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court ordered. You will be informed in advance if this is the case.
- *Worker's Compensation* – Amy Davis King may disclose PHI as authorized by and to the extent necessary to comply with laws relating to worker's compensation or other similar programs, established by law, that provide benefits for work-related injuries or illness without regard to fault.
- *Serious Threat to Health or Safety* – If you communicate to Amy Davis King an explicit threat of imminent serious physical harm or death to a clearly identified or identifiable victim(s) and she believes you have the intent and ability to carry out such a threat, she has a duty to take reasonable precautions to prevent the harm from occurring, including disclosing information to the potential victim and the police and in order to initiate hospitalization procedures. If Amy Davis King believes there is an imminent risk that you will inflict serious harm on yourself, she may disclose information in order to protect you.

IV. Patient's Rights and Marriage and Family Therapist's Duties

Patient's Rights:

- *Right to Request Restrictions* – You have the right to request restrictions on certain uses and disclosures of protected health information. However, Amy Davis King is not required to agree to a restriction you request.
- *Right to Receive Confidential Communications by Alternative Means and at Alternative Locations* – You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations. (For example, you may not want a family member to know that you are seeing Amy Davis King. On your request, I will send your bills to another address.)
- *Right to Inspect and Copy* – You have the right to inspect or obtain a copy (or both) of PHI in my mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. Amy Davis King may deny your access to PHI under certain circumstances, but in some cases you may have this decision reviewed. On your request, Amy Davis King will discuss with you the details of the request and denial process.
- *Right to Amend* – You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. Amy Davis King may deny your request. On your request, Amy Davis King will discuss with you the details of the amendment process.
- *Right to an Accounting* – You generally have the right to receive an accounting of disclosures of PHI. On your request, Amy Davis King will discuss with you the details of the accounting process.

Marriage and Family Therapist's Duties:

- Amy Davis King is required by law to maintain the privacy of PHI and to provide you with a notice of her legal duties and privacy practices with respect to PHI.
- Amy Davis King reserves the right to change the privacy policies and practices described in this notice. Unless she notifies you of such changes, however, she is required to abide by the terms currently in effect.
- If Amy Davis King revises her policies and procedures, she will mail you such revisions.

V. Complaints

If you are concerned that Amy Davis King has violated your privacy rights, or you disagree with a decision she made about access to your records, you may send a written complaint to the Secretary of the U.S. Department of Health and Human Services.

VI. Effective Date, Restrictions, and Changes to Privacy Policy

This notice will go into effect on 4/1/2010.

I reserve the right to change the terms of this notice and to make the new notice provisions effective for all PHI that I maintain. I will provide you with a revised notice by mail.

I certify that have read the above information.

Date: _____

Client/s or Legal Guardian Signature/s