



Counseling with AJ

Notice of Rights: Private Health Information

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. **Please review your rights and policies carefully.**

Your Rights:

When it comes to your health information, you have certain rights. Below your rights will be explained and some of the responsibilities of Counseling with AJ, LLC to help you.

Get an electronic or paper copy of your medical record: You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Please ask if you would like this to occur. This agency will provide a copy or a summary of your health information, usually within 30 days of your request and with the appropriate fee paid.

Ask to have your medical record corrected: You can ask to have health information corrected about yourself if you believe that it is incorrect or incomplete. Please ask how to have this process started. The therapist that you are working with may say “no” to your request, but will tell you in writing why within 60 days of a written request.

Request confidential communications: You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address. Counseling With AJ, LLC will say “yes” to all reasonable requests.

Ask us to limit what we use or share: You can ask to not have certain health information used or shared for treatment or within the operations of this practice. Counseling With AJ, LLC is not required to agree to your request and may say “no” if it would affect your care. Since the services that you are paying out of pocket for the services at Counseling with AJ, LLC, the agency will not respond to inquiries from your insurance agency without a signed release and staff will only disclose information that is outlined in the release.

Get a list of those with whom we’ve shared information: You can ask for a list of the times Counseling With AJ, LLC has shared your health information for five years prior to the date that you ask, who we shared it with, and why. We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one request per year but will charge \$50 if another request is made within the following 12 month period.

Get a copy of this privacy notice: You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. Counseling With AJ, LLC staff will provide you with a paper copy within a reasonable time frame.

Choose someone to act for you: If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. Counseling With AJ, LLC staff will make sure the person has the authority and can act for you before we take any action.

File a complaint if you feel your rights are violated: You can complain if you feel we have violated your rights by contacting us using the information on page 1. You can 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 visiting www.hhs.gov/ocr/privacy/hipaa/complaints/. A complaint may also be made with the Alaska board of Professional Counselors with their information provided on the bottom of page 1. We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situation described below, talk to a staff member at Counseling With AJ, LLC. Tell us what you want us to do, and we will follow your instructions.

In these situations, you have both the right and choice to tell us to: 1. Share information with your family, close friends, or others involved in your care. 2. Share information in a disaster relief situation.

In these situations we never share your information unless you give us written consent to do so: 1. Marketing purposes. 2. Sale of your information. 3. Most sharing of psychotherapy notes.

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Our Uses and Disclosures

How do we typically use or share your health information? Counseling With AJ, LLC may use or share your health information in the following ways.

To treat you: Your health information may be shared with other healthcare professionals to ensure the best treatment. Releases of information are utilized before disclosing PHI to other healthcare professionals.

Example: A doctor treating you for an injury asks another doctor about your overall health condition.

To run our organization: Counseling With AJ, LLC will use and share your health information to run our practice, improve your care, and contact you when necessary. **Example:** Counseling With AJ, LLC uses health information about you to manage your treatment and services (demographics, age, diagnostics, etc.).

How else can we use or share your health information? Counseling With AJ, LLC may share your information in other ways- usually in ways that contribute to the public good, such as public health and research. Counseling With AJ, LLC will have to meet many conditions in the law before we can share your information for these purposes. For more information see: <https://www.hhs.gov/hipaa/for-individuals/guidance-materials-for-consumers/index.html>

To help with public health and safety issues: Counseling With AJ, LLC must share health information about you for certain situations such as: 1. Reporting suspected abuse, neglect, or domestic violence, 2. Preventing or reducing a serious threat to anyone's health or safety.

To do research: We can use or share your information for health research. This is done case by case and confidential information will be protected.

To comply with the law: Counseling With AJ, LLC will share information about you if state or federal laws require it, including with the Department of Health and Human Services in accordance with federal privacy laws.

To address workers' compensation, law enforcement, and other government requests: Counseling With AJ, LLC can use or share health information about you included but not limited to: workers' compensation claims, law enforcement purposes or with a law enforcement official, with health oversight agencies for activities authorized by law, special government functions such as military, national security, and presidential protective services.

To respond to lawsuits and legal actions: Counseling With AJ, LLC is required to share health information about you in response to a court or administrative order, or in response to an appropriate subpoena.

Our responsibilities

As required by law to maintain the privacy and security of your protected health information.

1. You will be notified promptly if a breach occurs that may have compromised the privacy or security of your information.
2. Counseling With AJ, LLC must follow the duties and privacy practices described in this notice and give you a copy of it.
3. Your information will not be shared or used other than as described here unless a notification in writing is provided. You may submit a written notification at any time and change your mind for any reason.

For more information please visit: <https://www.hhs.gov/hipaa/for-individuals/notice-privacy-practices/index.html>

Changes to the Terms of This Notice

Changes to the terms of this notice at any time, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office.