

# Notice of Privacy Practices

**Mindset** understands that health information about you and your health care is personal. Mindset is committed to protecting your health information. Mindset creates a record of the care and services you receive from Mindset. Mindset uses this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records of your care generated by this mental health care practice. This notice will tell you about the ways in which Mindset may use and disclose health information about you. It also describes your rights to the health information Mindset keeps about you, and describes certain obligations Mindset has regarding the use and disclosure of your health information. Mindset is required by law to:

1. Make sure that protected health information ("PHI") that identifies you is kept private.
2. Give you this notice of the clinic's legal duties and privacy practices concerning health information.
3. Follow the terms of the notice that is currently in effect.
4. Mindset can change the terms of this Notice, and such changes will apply to all information Mindset has about you. The new Notice will be available upon request.

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## II. HOW MINDSET MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

The following categories describe different ways that Mindset may use and disclose health information. Not every use or disclosure in a category will be listed. However, all of the ways Mindset is permitted to use and disclose information will fall within one of the categories.

### **For Treatment Payment, or Health Care Operations:**

Federal privacy rules (regulations) allow healthcare providers who have a direct treatment relationship with the patient/client to use or disclose the patient/client's personal health information without the patient's written authorization, to carry out the health care provider's own treatment, payment, or health care operations. Mindset may also disclose your protected health information for the treatment activities of any healthcare provider. This too can be done without your written authorization. For example, if a clinician were to consult with another licensed health care provider about your condition, we would be permitted to use and disclose your personal health information, which is otherwise confidential, in order to assist the clinician in the diagnosis and treatment of your mental health condition.

Disclosures for treatment purposes are not limited to the minimum necessary standard. Because therapists and other health care providers need access to the full record and/or full and complete information in order to provide quality care. The word “treatment” includes, among other things, the coordination and management of health care providers with a third party, consultations between health care providers, and referrals of a patient for health care from one health care provider to another.

### **Lawsuits and Disputes:**

If you are involved in a lawsuit, Mindset may disclose health information in response to a court or administrative order. Mindset may also disclose health information about your child in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

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### **III. CERTAIN USES AND DISCLOSURES REQUIRE YOUR AUTHORIZATION**

1. **Psychotherapy Notes:** Mindset does keep “psychotherapy notes” as that term is defined in 45 CFR § 164.501, and any use or disclosure of such notes requires your Authorization unless the use or disclosure is: a. For Mindset’s use in treating you. b. For Mindset’s use in training or supervising mental health practitioners to help them improve their skills in group, joint, family, or individual counseling or therapy. c. For Mindset’s use in defending itself and clinicians in legal proceedings instituted by you. d. For use by the Secretary of Health and Human Services to investigate Mindset’s compliance with HIPAA. e. Required by law and the use or disclosure is limited to the requirements of such law. f. Required by law for certain health oversight activities pertaining to the originator of the psychotherapy notes. g. Required by a coroner who is performing duties authorized by law. h. Required to help avert a serious threat to the health and safety of others.
2. **Marketing Purposes:** As a psychotherapy clinic, Mindset will not use or disclose your PHI for marketing purposes.
3. **Sale of PHI:** As a psychotherapy clinic, Mindset will not sell your PHI in the regular course of business.

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### **IV. CERTAIN USES AND DISCLOSURES DO NOT REQUIRE YOUR AUTHORIZATION**

Subject to certain limitations in the law, Mindset 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 Mindset's preference is to obtain an Authorization from you before doing so.
5. **For law enforcement purposes**, including reporting crimes occurring on Mindset's 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 Mindset's preference is to obtain an Authorization from you, Mindset may provide your PHI in order to comply with workers' compensation laws.
10. **Appointment reminders and health-related benefits or services**. Mindset may use and disclose your PHI to contact you to remind you that you have an appointment with Mindset. Mindset may also use and disclose your PHI to tell you about treatment alternatives, or other health care services or benefits.

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## **V. CERTAIN USES AND DISCLOSURES REQUIRE YOU TO HAVE THE OPPORTUNITY TO OBJECT**

**Disclosures to family, friends, or others.** Mindset 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.

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## **VI. 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 Mindset not to use or disclose certain PHI for treatment, payment, or health care operations purposes. Mindset is not required to agree to your request, and Mindset may say “no” if it believes 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 service that you have paid for out-of-pocket in full.
3. **The Right to Choose How Mindset sends PHI to You:** You have the right to ask Mindset to contact you in a specific way (for example, home or office phone) or to send mail to a different address, and Mindset 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 Mindset has about you. Mindset 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. A reasonable, cost-based fee may apply.
5. **The Right to Get a List of the Disclosures Mindset Has Made:** You have the right to request a list of instances in which Mindset has disclosed your PHI for purposes other than treatment, payment, or health care operations, or for which you provided Mindset with an Authorization. Mindset will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list Mindset will give you will include disclosures made in the last six years unless you request a shorter time. Mindset will provide the list to you at no charge, but if you make more than one request in the same year, Mindset 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 Mindset correct the existing information or add the missing information. Mindset may say “no” to your request, but Mindset 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 to get a paper copy of this Notice, and you have the right to get a copy of this notice by email. Even if you have agreed to receive this Notice via email, you also have the right to request a paper copy of it.