



Your Information: Your Rights. Your Choices. Our Responsibilities.

Protecting clients' privacy is important to the ResearchILD, and it is our legal and ethical obligation. **The Health Insurance Portability and Accountability Act of 1996 (HIPAA)** and its subsequent revisions treat your identifiable health data (demographic, history, payment, diagnostic, electronic, or paper) as **protected health information (PHI)**. This notice describes how your medical information may be used and disclosed, and how you can obtain access to this information. Please review it carefully.

Your Rights

You have the right to:

- Obtain a copy of your paper or electronic medical record and other health information we have about you. (Include this or not... Ask us how to do this.)
- Correct your paper or electronic medical record
- Request confidential communication (via email, phone, or regular US mail)
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

Your Choices

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Coordinate care with other providers
- Contact you for fundraising efforts

In these cases, we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

Our Uses and Disclosures

We may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services
- Comply with the law
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

Effective Date, Restrictions, and Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, (and on our website?).

Restrictions

- In the case of a minor child, the child's legal guardian has the right to inspect and/or obtain a copy of PHI in mental health and billing records used to make decisions about the child for as long as the PHI is maintained in the record. However, psychotherapy notes, including statements made by a child during therapy sessions, will not be released, in order to protect the child's right to confidentiality, unless required by law or deemed by ResearchILD to be in the best interest of the child.
- In most cases, we are also prohibited by law from disclosing raw psychological test data and test materials to anyone other than a licensed psychologist qualified to interpret such data.

In addition to treatment, payment, and operations, there are other circumstances in which ResearchILD is either required or permitted to disclose your PHI, in accordance with applicable law. Some of these disclosures not requiring authorization are:

- Child abuse: If we have cause to believe that any child is suffering from a form of abuse, whether it is physical, emotional, or sexual, we are mandated by law to report this to the Department of Child & Families.
- Adult and domestic abuse: If we have cause to believe that an individual is suffering from any form of abuse, it is our obligation to report this abuse to the appropriate agency authorized by law.
- Serious threat to health and safety: We may be required to use and disclose PHI to prevent or lessen a serious threat to the health and safety of an individual or the public at large.
- Specialized government functions: We may be obligated to share PHI to government agencies with specific responsibilities, such as the Department of Homeland Security or the U.S. military.
- Workers' compensation: If you file a workers' compensation claim, we may disclose information from your record as authorized by workers' compensation laws.
- Law enforcement: We may be required to disclose your information for law enforcement purposes.
- Required by law: We may be obligated to use and disclose PHI as it is required by local, state, or federal law, including the case of a lawsuit. This includes any other law not already included in this notice. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law.