

Country Counseling, LLC

970-286-7856
www.countrycounselingllc.com

832 W. Eisenhower Blvd, Suite E
Loveland, CO 80537



HIPAA NOTICE OF PRIVACY PRACTICES

This notice describes how medical and mental health information about you may be used and disclosed and how you may access this information. Please review it carefully. This Notice is provided to you pursuant to the Health Insurance Portability and Accessibility Act of 1996 and its implementing regulations (HIPAA). It is designed to tell you how we may, under federal law, use or disclose your Protected Health Information. This notice is effective beginning 1/31/14.

Personal health information (PHI) includes any record of services (written or verbal) that you received at Country Counseling, LLC, including, but not limited to:

- Dates, times, and lengths of your therapy sessions
- Information you shared during therapy sessions or at other times
- My observations and assessment of your mental health concerns
- Diagnoses and diagnosis codes
- Results of psychological tests and diagnostic interviews
- Treatment plans and homework suggestions
- Billing and insurance information.

Information that cannot be traced back to you is not considered part of your PHI. Examples include:

- Information about an experience you had that many people also had, and
 - Information that is changed or made vague so that you cannot be associated with it
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Country Counseling, LLC must use and give out your PHI to provide information:

- To you or someone who has the legal right to act for you (your personal representative)
- To the Secretary of the Department of Health and Human Services, when the degree to which your privacy is protected is being examined
- Where required by law

Country Counseling, LLC has the right to use and give out your PHI to be paid for services provided to you, and to operate the business. For example:

- Insurance companies may ask for your personal health information as a condition for reimbursing for services
- If your account is referred to a collection agency, the collection agency may ask for parts of your personal health information relevant to their task, such as dates of sessions.

Country Counseling, LLC may use or give out your PHI for the following purposes under limited circumstances:

- To State and Federal agencies that have the legal right to obtain such information (such as a licensing board investigating an ethics complaint)
- For public health activities (such as reporting disease outbreaks)
- For government health care oversight activities (such as insurance fraud investigations)
- For judicial and administrative proceedings (such as in response to a court order)
- For law enforcement purposes (such as providing information to protect a targeted victim)
- For research studies that meet all privacy law requirements (such as research on effectiveness of a counseling technique)
- To avoid a serious and imminent threat to health or safety
- For the purpose of supervision, consultation, and training
- To create a collection of information that can no longer be traced back to you

By law, Country Counseling, LLC must have your written permission (a release of information authorization) to use or give out your PHI for any purpose that is not set out in this notice, such as marketing or sale of your personal health information. You may revoke your written permission at any time, except for disclosures Country Counseling, LLC has already released based on your permission.

By law, you have the right to:

- See and get a copy of your personal health information
- Have your personal health information amended if you believe that it is wrong or if information is missing, and Country Counseling, LLC agrees. If Country Counseling, LLC disagrees, you may have a statement of your disagreement added to your PHI
- Obtain a list of those obtaining your PHI from Country Counseling, LLC. The listing will not cover your personal health information that was given to you or your personal representative, that was given out to be paid for the services you received or for operating the business, or that was given out for law enforcement purposes
- Ask Country Counseling, LLC to communicate with you in a different manner or at a different place (for example, by sending materials to a P.O. Box instead of your home address)
- Ask Country Counseling, LLC to limit how your personal health information is used and given out in order to be paid for services you received. Please note that Country Counseling, LLC may not be able to agree to your request
- Obtain a separate paper copy of this notice.

If you believe that your privacy rights have been violated, you may:

Contact us at: Country Counseling, LLC
Kathy Korell-Rach, PH.D., Owner
832 W. Eisenhower Blvd, Suite E, Loveland, CO 80537
970-286-7856
kkorellrach@gmail.com
www.countrycounselingllc.com

Or you may file a complaint with the Secretary of the U.S. Department of Health and Human Services, Office for Civil Rights
1-866-627-7748, 1-800-537-7697 (TTY)
<http://www.hhs.gov/ocr/privacy/hipaa/complaints/index.html>

Filing a complaint will not affect the services you receive at Country Counseling, LLC.

By law, Country Counseling, LLC is required to follow the terms in this privacy notice. Country Counseling, LLC has the right to change the way your personal health information is used and given out. If Country Counseling, LLC makes any changes to the way your personal health information is used and given out while you are a current client, you will receive a new notice within 60 days of the change

Client's Name: _____ Date of Birth: _____

Parent's/Legal Guardian's Name (if client is minor): _____

By signing below, I acknowledge receipt of Country Counseling, LLC's Notice of Privacy Practices.

Signature of Client or Legal Guardian (if client is a minor)

Date: _____