

Notice of Privacy Practices

This notice describes how protected health information about you may be used and disclosed and how you can get access to this information.

The Health Insurance Portability & Accountability Act of 1996 (“HIPAA”) is a federal law that requires that all personal health records and other individually identifiable health information used or disclosed by your psychotherapist in any form, whether electronic, on paper, or orally, are kept properly confidential. HIPAA gives you, the client, significant rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse protected health information.

Each time you meet with your psychotherapist, a record is made which may contain your symptoms, diagnoses, treatment, a plan for future treatment, and billing-related information. Usually, less information is recorded if you are not using insurance to pay for treatment. This notice applies to all of the records of your care generated by Cindy Blank-Edelman, LMHC.

Psychotherapist Responsibilities

Cindy Blank-Edelman, LMHC is required by law to maintain the privacy of your health information and to provide you with a description of her legal duties and privacy practices regarding your health information. She is required to abide by the terms of this notice and notify you if she makes changes to this notice, which may be at any time.

How Your Therapist May Use and Disclose Protected Health Information About You

Treatment: Your therapist may use and disclose protected health information about you to provide, coordinate, and manage your treatment or services. She may disclose protected health information about you to doctors, other therapists, or others who are involved in your treatment only with your written authorization. For example, if a referral is made to another health care provider your therapist may provide oral information and copies of various reports that should assist her or him in treating you.

Payment: Your therapist may use and disclose, as needed, protected health information about you in order to obtain reimbursement for services, to confirm insurance coverage, for billing or collection activities, and for utilization review. An example of this would be sending a bill for your sessions to your insurance company.

Health Care Operations: Your therapist may use and disclose, as needed, protected health information in order to support her business activities, including quality assessment, licensing, marketing, legal advice, and customer service. For example, your therapist may call you by name in the waiting area when she is ready to see you.

Other Uses and Disclosures

Your therapist may use and disclose your protected health information in an emergency situation to prevent harm to yourself or others. Your therapist is mandated to report apparent abuse to children, the elderly, disabled people. Your therapist may use and

disclose your protected health information when a judge orders the release of information. In all cases, only the minimum amount of information relevant to your health care will be disclosed.

Your therapist may create and distribute de-identified health information by removing all references to individually identifiable details.

Your therapist may contact you to provide appointment reminders, or to offer information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and your therapist is required to honor and abide by that written request, except to the extent that she has already taken actions relying on your authorization.

Your Rights

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer (Cindy Blank-Edelman, LMHC):

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, close personal friends, or any other person identified by you. However, your therapist is not required to agree to a requested restriction. If she does agree to a restriction, she must abide by it unless you agree in writing to remove it.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive an accounting of disclosures of protected health information.
- The right to obtain a paper copy of this notice from your therapist upon request.
- You have recourse if you feel that your privacy protections have been violated. You have the right to file a written complaint with your therapist's office, or with the federal government at the address below, about violations of the provisions of this notice or the policies and procedures of our office. Your therapist will not retaliate against you for filing a complaint.

Department of Health & Human Services
Office of Civil Rights
200 Independence Avenue S.W.
Washington, D.C. 20201.
1-877-696-6775 or 202-619-0257

If you have any questions about this notice, please contact:

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This notice is effective as of September 1, 2011