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## South Austin Counseling Services

### Notice of Privacy Practices

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

This practice uses and discloses health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that you receive. This notice describes our privacy practices. You can request a copy of this notice at any time. For more information about this notice please contact our Clinical Director:

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tammie@southaustincounselingservices.com

### Treatment, Payment, Health Care Operation Treatment

We are permitted to use and disclose your medical information to those involved in your treatment. This includes the provision, coordination, and supervision of your counseling and related services including, the coordination or management of your care and consultation between health care professionals related to your treatment within South Austin Counseling Services. When we provide treatment, we may request that your primary care physician share your medical information with us. Also, we may provide your primary care physician information about your particular condition so that he or she can appropriately treat you for other medical conditions, if any.

### Payment

We are permitted to use and disclose your medical information to bill and collect payment for the services provided to you. For example, we may complete a claim form to obtain payment from your insurer. The form will contain medical information, such as a description of the medical service provided to you, that your insurer needs to approve payment to us.

### Health Care Operations

We are permitted to use or disclose your medical information for the purposes of health care operations, where are activities that support this practice and ensure that quality care is delivered. For example, we may ask another mental health professional to review this practice's charts and medical records to evaluate that only the best health care is provided by this practice.

### Disclosure That Can Be Made Without Your Authorization

There are situations in which we are permitted by law to disclose or use your medical information without your written authorization or an opportunity to object. In other situations, we will ask for written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization, in writing, to stop future uses and disclosures. However, any revocation will not apply to disclosures or uses already made or taken in reliance on that authorization.

### Public Health, Abuse or Neglect, and Health Oversight

We may disclose your medical information for public health activities. Public health activities are mandates by federal, state, or local government for the collection of information about disease, vital statistics (like births or deaths), or injury by a public health authority. We may disclose medical information, if authorized by law, to a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition. We may disclose your medical information to report reactions to medications.

We may also disclose medical information to a public agency authorized to receive reports of child abuse or neglect. Texas law requires licensed healthcare professionals to report child abuse or neglect. Regulations also permit the disclosure of information to report abuse or neglect of elders or the disabled.

We may disclose your medical information to a health oversight agency for those activities authorized by law. Examples of these activities are adult, investigations, licensure applications, and inspections where all government activities are undertaken to monitor the health care delivery system and compliance with other laws, such as civil rights laws.

### Legal Proceedings and Law Enforcement

We may disclose your medical information in the course of judicial or administrative proceedings in response to an order of the court (or the administrative decision-maker) or other appropriate legal process. Certain requirements must be met before the information is disclosed.

If asked by law enforcement officials, we may disclose your medical information under limited circumstances provided the information:

- Is released pursuant to legal process, such as a warrant or subpoena;
- Pertains to a victim of crime and you are incapacitated;
- Pertains to a person who has died under circumstances that may be related to criminal conduct;
- Is about a victim of crime and we are unable to obtain the person's agreement;
- Is released because of a crime that has occurred on these premises; or
- Is released to locate a fugitive, missing person, or suspect.

We may also release information if we believe the disclosure is necessary to prevent or lessen an imminent threat to the health or safety of a person.

### Workers' Compensation

We may disclose your medical information as required by the Texas workers' compensation law.

### Inmates

If you are an inmate or under the custody of law enforcement, we may release your medical information to the correctional institution or law enforcement official. This release is permitted to allow the institution to provide you with medical care, to protect your health and safety of others, or for the safety and security of the institution.

### Military, National Security and Intelligence Activities, Protection of the President

We may disclose your medical information for specialized governmental functions such as separation or discharge from military service, requests as necessary by appropriate military command officers (if you are in the military), authorized national security and intelligence activities, as well as authorized

activities for the provision of protective services for the President of the United States, other authorized government officials, or foreign heads of state.

### Research, Organ Donation, Coroners, Medical Examiners, and Funeral Directors

When a research project and its privacy protections have been approved by an Institutional Review Board or privacy board, we may release medical information to researchers for research purposes. We may release medical information to organ procurement organizations for the purpose of facilitating organ, eye, or tissue donation if you are a donor. Also, we may release your medical information to a coroner or medical examiner to identify a deceased or a cause of death. Further, we may release your medical information to a funeral director where such a disclosure if necessary for the director to carry out his duties.

### Required by Law

We may release your medical information where the disclosure is required by law.

### Your Rights Under Federal Privacy Regulations

The United States Department of Health and Human Services created regulations intended to protect patient privacy as required by the Health Insurance Portability and Accountability Act (HIPAA). Those regulations create several privileges that patients may exercise. We will not retaliate against a patient that exercises their HIPAA rights.

11/2012 revised

*Copies Available Upon Request*