

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW CAREFULLY.

THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

We are required by law to maintain the privacy of your health information and to provide you with the notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices of this office, please contact and discuss with your counselor: Suzanne Brians, MS, LPC, Bldg. 3, 1820 Shiloh Road, Ste.1205, Tyler, TX 75703. (430-288-1629).

UNDERSTANDING YOUR HEALTH RECORD/INFORMATION: Each time you visit Suzanne Brians, LPC, a record of your visit is made. Typically, this record contains your symptoms, progress, tests results, diagnoses, treatment, and a plan for future care of treatment. This information, often referred to as your health or medical record, serves as: (1) a basis for planning your care and treatment, (2) a means of communication among the many health professionals who contribute to your care, (3) a legal document describing the care you received, (4) a means by which you or a third party payer can verify that services were actually provided, (5) a source of data for facility planning and marketing, and (6) a tool with which we can assess and continually work to improve the care we render and the outcomes we achieve. Understanding what is in your record and how your health information is used helps you to ensure its accuracy, better understand who, what, when, where, and why others may access your health information, and make more informed decisions when authorizing disclosure to others.

YOUR HEALTH INFORMATION RIGHTS: Although your health record is the physical property of Suzanne Brians, LPC, the information belongs to you. You have the right to request a restriction on certain uses and disclosures of your information as provided by 45 CFR I 64.522; obtain a paper copy of the notice of information practices upon request; inspect and copy your health record as provided for in 45 CFR 164.524; amend your health record as provided in 45 CFR 164.528; obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528; request communications of your health information by alternative means or at alternative locations; revoke your authorization to use or disclose health information except to the extent that action has already been taken.

OUR RESPONSIBILITIES: Suzanne Brians, LPC, is required to (1) maintain the privacy of your health information, (2) provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you, (3) abide by the terms of this notice, (4) notify you if we are unable to agree to a requested restriction, (5) accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations. We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice to the address you have supplied us. We will not use or disclose your health information without your authorization, except as described in this notice.

EXAMPLES OF DISCLOSURES FOR TREATMENT, PAYMENT, AND HEALTH OPERATIONS (1) We will use your health information for treatment. For example: Information obtained by a provider (e.g., counselor, psychiatrist, psychologist) will be recorded in your record and used to determine the course of treatment that should work best for you. Your provider will document in your record her expectations and your progress. Your provider will then record the actions they took and their observations. In that way the provider will know how you are responding to treatment. We will also provide your physician or a subsequent healthcare provider with copies of various reports that should assist him/her in treating you once you are discharged from this clinic. (2) We will use your health information for payment. For example: A bill may be sent to you or a third party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used. (3) We will use your health information for regular health operations. For example: The clinic director and those designated by her may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare service we provide.

OTHER USES OR DISCLOSURES: 1) Fax and cellular communications: Suzanne Brians, LPC, uses fax, telecommunication devices, and cell phones in the regular course of business. While every care will be taken to protect your privacy, cell phones and fax transmissions are not strictly private forms of communication. We have determined in the interest of providing you with timely access to services and information that the risk to your privacy in the use of these devices is an acceptable risk. (2) Notifications: We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location, and general condition in cases of emergency to be determined by your provider. (3) Communication with Family: Except in the cases of emergencies to be determined by your provider, no information will be released to your family members without your express written consent. (4) Research: We may disclose information to researchers when their research has been approved by an Institutional Review Board that has reviewed the research proposal and established protocols to ensure the privacy of your health information. (5) Marketing: We may contact you to provide appointment reminders or information about treatment alternatives or other health related benefits and services that may be of interest to you. Customer information is never shared with third parties/affiliates for marketing/promotional purposes. (6) Food and Drug Administration (FDA): We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product, and product defects or post marketing surveillance information to enable product recalls, repairs, or replacement. (7) Workers Compensation: We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law. (8) Public Health: As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability. (9) Correctional Institution: Should you be an inmate of a correctional institution, we may disclose to the institution or agents thereof; health information necessary for your health, and health and safety of other individuals. (10) Law Enforcement: We may disclose health information for law enforcement purposes as required by law, or in response to a valid subpoena. Federal law makes provision for your health information to be release to: an appropriate health oversight agency, public health authority, provided that a workforce member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more client workers, or the public. (11) Practice Management Software: We utilize a hosted software solution from SimplePractice to manage client information, scheduling, billing, and some aspects of client communication such as appointment reminders and messages sent through the client portal. Communications preferences for SimplePractice, including mobile opt-in and opt-out, are managed through the client portal and governed by their privacy policy (<https://www.simplepractice.com/c/privacy/>). (12) Direct Communications: Communications preferences for SMS messages sent to/from our office number, including opt-in and opt-out, or emails sent to/from our practice directly (username@suzannebrianscounseling.com) are governed by the Electronic Communication Policies agreement which is part of the standard intake packet. You can opt out of direct communications from us at any time by texting or replying STOP or UNSUBSCRIBE. You can review or request changes to your contact information at any time by logging into the client portal.