



Lifeline Family Enrichment Counseling Services “Notice of Privacy Practices Policy”

PLEASE READ CAREFULLY! *This notice provides you with information on the handling of your Personal Health Information (PHI); how it will be used and disclosed as well as, your rights to access your information.*

USES & DISCLOSUR OF PHI

Lifeline Family Enrichment may use or disclose your PHI for the following reasons:

- **Treatment:** Your PHI may be used or disclosed to an authorized physician or other healthcare provider who is providing treatment to you.
- **Insurance and/or Payments:** Your PHI may be used and disclosed to your insurance company as a means of obtaining financial reimbursement for services provided. Because your insurance is making payment for your services, they may require a review of your records.
- **Authorization:** Your PHI may be used and disclosed to any individual you provide a signed Release of Personal Health Information Authorization form. You have the right to rescind any such authorization at any time as well as restrict the disclosure of PHI; or provide an alternative means of communication to ensure privacy.
- **When Required by Law:** Your PHI may be used and disclosed when our office is required by law to so by a judge’s subpoena or national security activities.
- **In Cases of Abuse or Neglect:** Your PHI may be used and disclosed to the proper authorities as outlined in the State of Texas License Statutes when we suspect abuse or neglect of someone elderly, a child, or someone disabled. And
- **In cases of Self-harm or Homicidal threats:** Your PHI may be used and disclosed if we have reason to believe you may be in danger of hurting yourself or someone else.

Client Rights:

- **Access:** You have the right to review or obtain copies of your PHI with *limited exceptions*. If you request copies of your PHI, you may be charged a reasonable fee to locate, copy, and postage to mail your requested information.
- **Amend:** You have the right to request your PHI be amended.

Complaints: Your counselor is expected to conduct his/her self in a manner consistent with the professional and ethical standards of the American Counseling Association. In the event that you are dissatisfied with something your counselor is doing, you should immediately discuss your concerns with your counselor. If for any reason you and your counselor cannot resolve your dissatisfaction, you have the right to contact the Texas State Board of Examiners of Professional Counselors. **Should you wish to file a complaint against a Licensed Professional Counselor, direct your complaint to: Complaints Management & Investigative Section, PO Box 141369, Austin TX 78714-1362; or call: 1 (800) 942-5540. Your signature indicates you have read and agreed to the terms of this Policy.**

Signature: _____

Date: _____