

David Voorting, LCSW

NOTICE OF PRIVACY PRACTICES

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

PLEASE READ CAREFULLY.

The Health Insurance Portability and Accountability Act of 1996 (HIPPA) is a federal program that requires all medical records and other identifiable health information used or disclosed by David Voorting, LCSW in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives you, the client, significant new rights to understand and control how your health information is used. HIPPA provides penalties for covered entities that misuse personal health information.

David Voorting, LCSW may use and disclose your health records only for each of the following purposes: treatment, payment and health care operations.

- **Treatment** means providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include an individual counseling session.
- **Payment** means such activities as obtaining reimbursement for services, confirming insurance coverage, billing or collection activities, and utilization review. An example of this would be sending a bill for your session to your insurance company for payment.
- **Health care operations** include the business aspects of running of practice, such as conducting quality assurance and improvement activities, auditing functions, cost-management analysis, and customer service. An example would be an internal quality assurance review.

David Voorting, LCSW may also create and distribute de-identified health information by removing all references to individually identifiable information.

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

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

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to David Voorting, LCSW:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to obtain a paper copy of this notice.
- The right to provide to receive a written acknowledgement that you have received a copy of the Notice to Privacy Practices.

David Voorting, LCSW is required by law to maintain the privacy of your protected health information and to provide you with a written notice of our legal duties and privacy practices with respect to protect health information.

This notice is effective as of July 1, 2013 and David Voorting, LCSW is required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions in our premises and you may request a written copy of a revised Notice of Privacy Practices from this practice.

Disputes not resolved by the Complaint Procedures shall be resolved by binding arbitration in Tallahassee, Florida. The client is responsible for their attorney fees and related costs.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with David Voorting, LCSW or with the Department of Health and Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. I will not retaliate against you for filing a complaint. For more information about HIPPA or to file a complaint, contact:

The U.S. Department of Health and Human Services
Office of Civil Rights
200 Independence Avenue, SW
Washington, DC 20201
(202)691-0257
Toll Free: 1-877-696-6775

David Voorting, LCSW Notice of Privacy Practices

I acknowledge that I received a written copy of the Notice of Privacy Practices for David Voorting, LCSW.

Client Signature

Date

Counselor Signature

Date