

Katz-Gilbertson Psychotherapy Associates, LLC Privacy Notice

The purpose of this privacy 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. Your privacy is important to us.

Protected Health Information (PHI) includes personal information relating to your past, present and future medical or mental health condition. In accordance with the Privacy Rule and Health Insurance Portability and Accountability Act of 1996 (HIPAA), Katz-Gilbertson Psychotherapy Associates, LLC has established a policy to guard against unnecessary disclosure of your health information. This notice is effective April 14, 2003.

Katz-Gilbertson, LLC may use and disclose health information about you in the following ways:

- **To Provide Treatment:**

Katz-Gilbertson Psychotherapy may use your PHI to provide care to you and disclose your health information to others who provide care to you. This may include consultation or supervision with other therapists or treatment team members. This consultation or supervision would occur to assist in determining the best treatment options for you.

- **To Obtain Payment:**

Katz-Gilbertson Psychotherapy may include your PHI in invoices to collect payment from third parties for the services you receive. Katz-Gilbertson Psychotherapy may be required by your health insurer to provide information regarding your health care status to determine eligibility of benefits, receive prior authorization, and reimbursement for services.

- **To Conduct Health Care Operations:**

Katz-Gilbertson Psychotherapy may use and disclose your PHI for its own operations in order to facilitate business activities including, but limited to, quality assessment, employee review, program development, case management, professional review, licensing and certification, business planning and development, business management, and general administrative duties.

- **When Legally Required:**

Katz-Gilbertson Psychotherapy may have to make disclosures of your PHI when required by state or federal law without your authorization. Information is disclosed to legal authorities for the purposes of maintaining compliance with the Privacy Rule. Katz-Gilbertson Psychotherapy also has to report to legal authorities suspected child abuse or neglect, domestic violence, possible attempts or thoughts of endangering self or others, or a response to a court order. Additionally, Katz-Gilbertson Psychotherapy is required to disclose your PHI if you are a victim of a crime or in order to report a crime.

- **With Authorization:**

Katz-Gilbertson Psychotherapy will not use or disclose your PHI not specifically permitted by law unless given your authorization.

Client's right in regards to PHI:

- **Right to Request Restrictions:**

Katz-Gilbertson Psychotherapy privacy policy provides our clients with the right to request restrictions on certain uses and disclosures of your PHI. Our clients have the right to request a limit on Katz-Gilbertson Psychotherapy's disclosure of client's PHI to someone who is involved in client care or payment. However, Katz-Gilbertson Psychotherapy is not required to agree to the client's request. Clients who wish to make a request for restrictions should contact Katz-Gilbertson Psychotherapy Associates, LLC at 262-240-9620.

- **Right to Receive Confidential Communications:**

Katz-Gilbertson Psychotherapy privacy policy provides our clients with the right to request their therapist to communicate with them in a certain way to protect confidentiality. For example, the client may ask that Katz-Gilbertson Psychotherapy only conduct communications pertaining to clients PHI with them privately with no other family members present.

- **Right to Inspect and Copy Your PHI:**

Katz-Gilbertson Psychotherapy privacy policy provides our clients with the right to inspect and copy your PHI, including billing. However, this right does not apply to psychotherapy notes or information gathered for judicial procedures. In the event that the client would like to inspect their PHI, they should arrange a meeting with their therapist to review their records in our offices. Katz-Gilbertson Psychotherapy may charge a reasonable fee for copying and assembling costs associated with this request.

- **Right to Amend Your PHI:**

Katz-Gilbertson Psychotherapy privacy policy provides our clients with the right to amend their PHI if they believe that information is incorrect or incomplete. This request may be made as long as Katz-Gilbertson Psychotherapy maintains this information. Katz-Gilbertson Psychotherapy may deny the request if it is not in writing, does not include a reason for the amendment, if the records were not created by Katz-Gilbertson Psychotherapy, if the records are not part of Katz-Gilbertson Psychotherapy's records, if the request includes a part of the record that client is not permitted to inspect or copy, or if in the opinion of Katz-Gilbertson Psychotherapy the records containing your PHI are accurate and complete.

- **Right to an Accounting of Your PHI:**

Katz-Gilbertson Psychotherapy privacy policy provides our clients with the right to request an accounting of disclosures of client's PHI made by Katz-Gilbertson Psychotherapy for certain purposes which may include disclosures required by law and disclosures made for research. This request for an accounting must be made in writing and should specify the time period for the accounting, which cannot include dates prior to April 14, 2003. Katz-Gilbertson Psychotherapy will provide the first accounting of a request during any 12-month period without charge. Subsequent accounting requests may be subject to a reasonable fee.

- **Right to a Paper Copy of this Notice**

Katz-Gilbertson Psychotherapy privacy policy provides our clients with the right to receive a paper copy of this notice at any time, even if you have received this notice previously.

Responsibilities of Katz-Gilbertson Psychotherapy:

Katz-Gilbertson Psychotherapy is required by law to maintain the privacy of client's PHI and to provide clients with this notice of our duties and privacy practices. Katz-Gilbertson Psychotherapy is required to abide by the terms of this notice reserve the right to change the terms of this notice at any time. If Katz-Gilbertson Psychotherapy makes any changes to this notice, we will provide a copy of the revised notice to our clients.

Grievance Procedures:

Katz-Gilbertson Psychotherapy clients have the right to express complaints to Katz-Gilbertson Psychotherapy or to legal authorities if they believe that their rights have been violated. Katz-Gilbertson Psychotherapy encourages our clients to express any concerns they may have regarding the privacy of their PHI. Our clients will not be retaliated against in any way for filing a complaint.

Katz-Gilbertson Psychotherapy encourages clients to express their concerns to their therapist as an initial stage of resolution. In the event that the client's concerns are not resolved, the client should express their concerns in writing to the owners of Katz-Gilbertson Psychotherapy.

Contact Person:

Katz-Gilbertson Psychotherapy has designated Mr. Stephen Gilbertson as its contact person for all issues regarding client privacy and your rights under the Federal privacy standards. Mr. Gilbertson can be contacted at Katz-Gilbertson Psychotherapy Associates, LLC at 262-240-9620.