



## For Adult Patient Records: Notice of Privacy Practices

**THIS NOTICE DESCRIBES HOW CLIENTS HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

Clinical Counseling and Consulting Services, PLLC is required by federal laws to protect your health information. We call this Protected Health Information or 'PHI' for short. This information includes any information which can be used to identify the client or client family in any way. You have the right to the confidentiality of your treatment information and the right to approve or refuse the release of specific information except when law requires the release.

The following information will detail how Clinical Counseling and Consulting Services, PLLC will use and disclose your protected health information, your rights regarding your PHI, how to file grievances about Clinical Counseling and Consulting Services, PLLC's privacy practices, and who to contact regarding the Privacy Notice or to file a grievance about the agency's privacy practices. This privacy notice and any changes to the Privacy Notice will be posted at each of the agency's office. You can also request a copy of this notice from the admissions department at any time.

**\*\*This notice applies to all of the services operated by Clinical Counseling and Consulting Services, PLLC\*\***

### **Our Pledge and Legal Duty To Protect Health Information About You**

The privacy of your health information is important to us. We are required by federal and state laws to protect the privacy of your health information. We must give you notice of our legal duties and privacy practices concerning your health information.

- We must protect information that we have created or received about your past, present, or future health condition, health care we provide to you, or payment for your health care.
- We must notify you about how we protect your health information.
- We must explain how, when and why we use or disclose your health information.
- We may only use or disclose your health information as we have describe in this Notice.
- We must abide by the terms of the Notice currently in effect.

We are required to abide by the terms of this Notice. We reserve the right to change the terms of this Notice and to make new Notice provisions effective for all health information that we maintain. We will post a revised Notice in our offices and make copies available to you upon request. Our Uses and Disclosures of Your Health Information: Clinical Counseling and Consulting Services, PLLC is permitted to make uses and disclosures of protected health information for treatment, payment, health care operations, data for oversight and evaluation, as described in the following examples:

**a. Treatment** – For example we may disclose information to a consulting psychiatrist in order to develop a plan of medical treatment. As necessary, we may share information within Clinical Counseling and Consulting Services, PLLC for treatment payment and health care operations.

**b. Payment** – For example we may be required to disclose information about treatment to the insurance company or medical assistance in order to receive authorization for payment.

**c. Health care operations** – An employee of Clinical Counseling and Consulting Services, PLLC may have access to information about you when evaluating treatment effectiveness as part of a quality assurance project.

**d. Data for Oversight and Evaluation** - Data collected from North Carolina Medicaid/Health Choice clients – Treatment Outcomes and Program Performance System (NC TOPPS) This program measures the quality of services by capturing key information on a consumer's service needs and life situation during a current episode of

care. Overall, it is for the purpose of oversight and evaluation of the quality and effectiveness of services. This data can be shared with other provider agencies, LME/MCO or primary medical care providers for the purpose of coordinating care for a specific individual.

**e. Business Associates** – Clinical Counseling and Consulting Services, PLLC may disclose information about you to third party "business associates" that perform various activities for Clinical Counseling and Consulting Services, PLLC. Whenever this occurs Clinical Counseling and Consulting Services, PLLC will have a written agreement that the business associates protect the privacy of your health information.

**f. Appointment Reminders/Information** – Clinical Counseling and Consulting Services, PLLC may contact you to provide appointment reminders or information about treatment alternative or other health-related benefits and services that may be of interest to you or your child/family.

