

# Notice of Privacy Practices

Jennifer Chenette, LCSW

10330 Lake Rd, Bldg. R, Houston, TX

#864-593-3110

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## NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN

### I. MY PLEDGE REGARDING HEALTH INFORMATION:

I understand that health information about you and your health care is personal. I am committed to protecting the health information I receive from you. I need this record to provide you with quality care and to comply with certain legal requirements of my mental health care practice. This notice will tell you about the ways in which I may use and disclose health information about you, and describe certain obligations I have regarding the use and disclosure of your health information.

- Make sure that protected health information ("PHI") that identifies you is kept private.
- Give you this notice of my legal duties and privacy practices with respect to health information.
- Follow the terms of the notice that is currently in effect.
- I can change the terms of this Notice, and such changes will apply to all information I have about you. I

### II. HOW I MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU:

The following categories describe different ways that I use and disclose health information. For each category, I will list the ways in which I use and disclose health information. Not every use or disclosure in a category will be listed. However, all of the ways I am permitted to use and disclose health information are listed.

**For Treatment Payment, or Health Care Operations:** Federal privacy rules (regulations) allow health care providers to use and disclose the patient/client's personal health information without the patient's written authorization, to carry out the treatment, payment, or health care operations of any health care provider. I may also disclose your protected health information for the treatment activities of any health care provider. If I were to consult with another licensed health care provider about your condition, we would be permitted to use and disclose your health information in order to assist the clinician in diagnosis and treatment of your mental health condition.

Disclosures for treatment purposes are not limited to the minimum necessary standard. Because therapists need complete information in order to provide quality care. The word "treatment" includes, among other things, the coordination of care, consultations between health care providers and referrals of a patient for health care from one health care provider to another.

**Lawsuits and Disputes:** If you are involved in a lawsuit, I may disclose health information in response to a court order, in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, or in order to protect the information requested.

### III. CERTAIN USES AND DISCLOSURES REQUIRE YOUR AUTHORIZATION:

1. **Psychotherapy Notes.** I do keep "psychotherapy notes" as that term is defined in 45 CFR § 164.501, and the use or disclosure is:
  - a. For my use in treating you.
  - b. For my use in training or supervising mental health practitioners to help them improve their skills in providing treatment.
  - c. For my use in defending myself in legal proceedings instituted by you.
  - d. For use by the Secretary of Health and Human Services to investigate my compliance with HIPAA.
  - e. Required by law and the use or disclosure is limited to the requirements of such law.
  - f. Required by law for certain health oversight activities pertaining to the originator of the psychotherapy notes.
  - g. Required by a coroner who is performing duties authorized by law.
  - h. Required to help avert a serious threat to the health and safety of others.
2. **Marketing Purposes.** As a psychotherapist, I will not use or disclose your PHI for marketing purposes.
3. **Sale of PHI.** As a psychotherapist, I will not sell your PHI in the regular course of my business.

### IV. CERTAIN USES AND DISCLOSURES DO NOT REQUIRE YOUR AUTHORIZATION.