

PRIVACY NOTICE – Effective Date: November 19, 2003
THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

1. **PURPOSE:** Dr. Post and his professional staff and employees follow the privacy practices described in this Notice. Dr. Post keeps your information in records that will be maintained and protected in a confidential manner, as required by law. Please note that in order to provide you with the best possible care and treatment, all professional staff involved in your treatment and employees involved in the health care operations of the agency may have access to your records.
2. **HOW YOUR INFORMATION IS USED FOR TREATMENT, PAYMENT AND HEALTH CARE OPERATIONS (TPO):** We will always limit the use(s), disclosure(s), and request(s) of your protected health information to that which is determined to be the minimum necessary to accomplish the intended purpose. Your treatment may include sharing information among mental health care professionals who are involved in your treatment. Your insurance company or third party payer may request information that we are required to submit in order to provide and bill for your services. Anyone reviewing records must follow the same confidentiality laws and rules required of all health care providers. Treatment records may be reviewed as part of an on-going process directed toward assuring the quality of operations.
3. **HOW YOUR PROTECTED HEALTH INFORMATION IS USED AND STORED:** Your clinical record will be stored in a locked storage area when not in use and retained by Dr. Post for a minimum of six years after your last clinical contact. After that time has elapsed, the record will be shredded or otherwise destroyed in a way that protects your privacy, except where law requires it to be kept for a longer period of time.

In addition to those listed above in #2 (TPO), and until the records are destroyed, they may be used for the following purposes unless you ask for restrictions on a specific use or disclosure (instructions listed in #5 below):

- Appointment reminders;
- Notification when an appointment is cancelled or rescheduled;
- As may be required by law;
- For public health purposes, such as reporting of child or elder abuse or neglect; reporting reactions to medications; infectious disease control; notifying authorities of suspected abuse, neglect, or domestic violence (if you agree or as required by law);
- Mental health oversight activities, e.g., audits, inspections, or investigations of administration and management of Dr. Post;
- Lawsuits and disputes (we will attempt to provide you advance notice of subpoena before disclosing information from your record);
- Law enforcement (e.g., in response to a court order or other legal process) to identify or locate an individual being sought by authorities; about victim of a crime under restricted circumstances; about a death that may be the result of criminal conduct; about criminal conduct that occurred on Dr. Post property when emergency circumstances occur relating to a crime;
- To prevent a serious threat to health or safety;
- To carry out treatment and health care operations functions through medical transcription services;
- National security and intelligence activities;

- Protection of the President or other authorized persons for foreign heads of state, or to conduct special investigations
4. YOUR AUTHORIZATION IS REQUIRED FOR OTHER DISCLOSURES. Except as described previously, we will not use or disclose information from your record unless you authorize (permit) Dr. Post to do so. You may revoke your permission in writing, which will be effective only after the date of your written revocation.
 5. YOU HAVE THE RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION: You have the following rights:
 - Right to request restriction. You may request limitations on your mental health information we may disclose, but we are not required to agree to your request. If we agree, we will comply with your request unless the information is needed to provide you with emergency treatment.
 - Right to confidential communications. You may request communications in a certain way or at certain location, but you must specify how or where you wish to be contacted.
 - Right to inspect and copy. You have right to inspect and copy your information regarding decisions about your care; however, psychotherapy notes may not be inspected and copied. We may charge a fee for copying, mailing, and supplies. Under limited circumstances, your request may be denied; you may request review of the denial by another licensed mental health professional chosen by Dr. Post.
 - Right to request to clarify record. If you believe that the information we have about you is incorrect or incomplete, you may ask to add clarifying information. Dr. Post is not required to accept the information that you propose.
 - Right to accounting of disclosures. You may request a list of the disclosures of your mental health information that have been made to persons or entities other than for treatment, payment or health care operations in the last six (6) years, but not prior to April 14, 2003.
 - Right to a copy of this Notice. You may request a paper or electronic copy of this Notice at any time.
 6. REQUIREMENTS REGARDING THIS NOTICE: Dr. Post is required to provide you with this Notice that governs our privacy practices. Dr. Post may change its policies or procedures in regarding to privacy practices. If and when changes occur, the changes will be effective for information we have about you as well as any information we receive in the future. Any time you come in to Dr. Post for an appointment, you may ask for and receive a copy of the Privacy Notice that is in effect at the time. Dr. Post will have the Notice posted.
 7. COMPLAINTS: If you believe your privacy rights have been violated, you may file a complaint with Dr. Post. You will not be penalized or retaliated against in any way for making a complaint.

If you have a complaint, if you have any questions about this notice, if you wish to request an additional copy of this notice, or if you wish to request restrictions on uses and disclosure for health treatment or operations, contact Dr. Post.