

## Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW PSYCHOLOGICAL AND MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

### I. Your health Information Uses and Disclosures for Treatment, Payment, and Health Care Operations

Each time you visit Katon Abnar Behbahani, (KAB Counseling, LLC) for health care, a record of your treatment is made. This record contains such information as registration information, including identification and billing information, and treatment information, including symptoms, diagnoses, test results, and treatment plans. This record is referred to as your “medical record” or “health information,” and includes both written and electronic records.

Under the Health Insurance Portability and Accountability Act of 1996 (a Federal Law also known as “HIPPA”), providers are required to keep your information confidential and to provide you with notice of our legal responsibilities and privacy practices.

To help clarify these terms, here are some definitions:

- “PHI” refers to protected health information, information in your health record that could identify you.
- “Treatment, Payment and Health Care Operations” Treatment is the provision, coordination or management of your health care and other services related to your health care. Payment is when reimbursement is obtained for your healthcare. Health Care Operations are activities that relate to the performance and operation of KAB Counseling, LLC.
- “Use” applies to activities within KAB Counseling, LLC such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you. Your health care information is used:
  - To plan for your care and treatment
  - For communication among your health care professionals
  - As a legal document describing the care you received
  - As a way for you or your insurance company to verify the services provide
  - For other similar activities that allow KAB Counseling, LLC providers to operate efficiently and provide you with quality care.
- “Disclosure” applies to activities outside of KAB Counseling, LLC such as releasing, transferring, or providing access to information about you to other parties.

### II. Uses and Disclosures Requiring Authorization

Your clinician may use or disclose PHI for purposes outside of treatment, payment, and health care operations when your appropriate authorization is obtained. An “authorization” is written permission above and beyond the general consent that permits only specific disclosures. In those instances when information is sought for purposes outside of treatment, payment and health care operations, an authorization will also be requested from you before releasing this information. An authorization will also be requested from you before releasing your Psychotherapy notes. “Psychotherapy notes” are notes made about conversations during an individual, group, joint, or family counseling session. These notes are given a greater degree of protection than PHI.

You may revoke all such authorizations (of PHI or psychotherapy notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) KAB Counseling, LLC has relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage, and the law provides the insured the right to contest the claim under the policy.

### III. Uses and Disclosures with Neither Consent nor Authorization

Your PHI may be released without your consent or authorization in the following circumstances:

- Treatment: KAB Counseling, LLC providers may disclose your health information by phone, letter, fax, or computer to people not affiliated with KAB Counseling, LLC who are involved in your medical care, such as your primary physician or a home health agency. An example of treatment would be when your clinician consults with another health care provider, such as your family physician or another clinician.

- **Payment:** KAB Counseling, LLC may need to give your health insurance plan information about your treatment in order to receive payment. KAB Counseling, LLC may also tell your health insurance plan about treatment to obtain approval or to determine whether your plan will pay for treatment. KAB Counseling, LLC may bill the person in your family who is responsible for payment or who pays for your health insurance.
- **Health Oversight:** KAB Counseling, LLC providers may disclose health information to agencies that monitor compliance with state and federal law.
- **Judicial or administrative proceedings:** If you are involved in a court proceeding, a lawsuit, or dispute, KAB Counseling, LLC providers may disclose health information about you in response to a court order. The privilege does not apply when you are being evaluated by a third party or where the evaluation is court ordered. You will be informed in advance, if this is the case.
- **Appointment Reminders/ Additional Communications:** KAB Counseling, LLC providers may use your health information to call you or send you a letter reminding you of an upcoming appointment.
- KAB Counseling, LLC may also use your information to call or send you the results of tests or to give you other health communications.
- **Child Abuse:** If there is reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected, or reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, KAB Counseling, LLC clinicians must report this to the relevant county department, child welfare agency, police, or sheriff's department.
- **Adult and Domestic Abuse:** If your clinician believes that an elder person has been abused or neglected, such information may be reported to the relevant county department or state official or the long-term care ombudsman.
- **Serious Threat to Health or Safety:** KAB Counseling, LLC may use and disclose your health information when necessary to prevent a serious threat to your health and safety or the health and safety of others. KAB Counseling, LLC clinicians must warn the third party and/or take steps to protect you, which may include instituting commitment proceedings.
- **Workers Compensation:** If you file a worker's compensation claim, your records relevant to that claim to your employer or its insurer may be required to be released and your clinician(s) may be required to testify.

#### **IV. Patients Rights and Duties of Oregon Mental Health Services, LLC Providers**

##### **Patients Rights:**

- **Right to an Accounting of Disclosure-** You generally have the right to receive an accounting of disclosures of PHI. This list will not include: Disclosures made to carry out treatment, payment and health care operations; Disclosures made to you; Disclosures made with your authorization; Disclosures made six years or more before the date your request is received. To request an accounting of disclosures, make your request in writing to Katon Abnar Behbahani, Registered Associate.
- **Right to a paper copy-** You have the right to obtain a paper copy of the most current Notices or Privacy Practices upon request within a reasonable amount of time.
- **Oregon Mental Health Services, LLC's Duties:**
  - Treatment providers are required by law to maintain the privacy of PHI and to provide you with a notice of legal duties and privacy practices with respect to PHI.
  - KAB Counseling, LLC reserves the right to change the privacy policies and practices described in this notice. Unless you are notified of such changes, however, KAB Counseling, LLC Providers are required to abide by the terms currently in effect.
  - If policies and procedures are modified, you will be informed and provided a copy of the new practices if you request.

#### **V. Effective Date, Restrictions and Changes to Privacy Policy**

KAB Counseling, LLC reserves the right to change the terms of this notice and to make the new notice provisions effective for all PHI maintained and will provide you with a revised notice when changes are made.

## VI. Contact and Complaint Information

- **Complaints:** If you are concerned that privacy rights have been violated, or if you disagree with a decision made about access to your records, you may contact Katon Abnar Behbahani, Registered Associate and discuss your concerns. If you are not satisfied with the outcome, you may file a written or verbal complaint with the licensure Board. You may contact the Board of Licensed Professional Counselors and Therapists **at 3218 Pringle Rd SE #250, Salem, OR 97302-6312. Telephone: (503) 378-5499 Email: [lpct.board@state.or.us](mailto:lpct.board@state.or.us) Website: [www.oregon.gov/OBLPCT](http://www.oregon.gov/OBLPCT)**