



# In The Moment Child and Family Therapy

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## HIPPA

### Notice of Services Policies and Practices to Protect the Privacy of Your Health Information

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.

#### Uses and Disclosures Requiring Authorization

ITMC&FT 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 P&FTS is asked for information for purposes outside of treatment, payment and health care operations, ITMC&FT will obtain an authorization from you before releasing this information. ITMC&FT will also need to obtain an authorization before releasing your psychotherapy notes. You may revoke all such authorizations (of PHI or psychotherapy notes) at anytime, provided each revocation is in writing.

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

ITMC&FT may use or disclose PHI without your consent or authorization in the following circumstances:

Child Abuse or neglect

Adult and domestic abuse or neglect

Judicial or administrative proceedings with a court order/subpeona.

Serious threat to personal safety or another to another person.

ITMC&FT reserves the right to change the privacy policies and practices described in this notice. Unless ITMC&FT notifies you of such changes, however, ITMC&FT is required to abide by the terms currently in effect.

If ITMC&FT revises its policies and procedures, ITMC&FT will notify you in writing.

#### Question and Complaints

If you have questions about the notice, disagree with a decision ITMC&FT makes about access to your records, or have other concerns about your privacy rights, you may send a written complaint to the Secretary of the U.S. Department of Health and Human Services.

#### Effective Date, Restrictions and Changes to Privacy Policy

This notice went into effect August 14, 2018. ITMC&FT reserves the right to change the terms of this notice and to make the new notice provisions effective for all PHI that it maintains. ITMC&FT will provide you with a revised notice at your next appointment.

**Client(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_