

Individual, Marriage, and Family Enrichment Associates

**3601 Buttonwood Drive, Suite 200
Columbia, Missouri 65201**

(573) 886-8916

HIPAA Compliance

In enacting the Health Insurance Portability and Accountability Act of 1996 (HIPAA) the Federal Government mandated the establishment of standards for the privacy of individual identifiable health information.

Notice of Privacy Policies

Statement of Policy

Individual, Marriage, and Family Enrichment Associates is committed to conducting business in compliance with all applicable laws, regulations, and office policies to protect the privacy of client's Protected Health Information (PHI). As part of this commitment Individual, Marriage, and Family Enrichment Associates instituted this Notice of Privacy Practices to ensure that clients are aware of their rights and responsibilities concerning their PHI. We understand your health information is personal and we are committed to protecting it. It is our legal duty to do the following:

1. Keep you PHI private (please see sections below on use of disclosure of health information)
2. Give you this notice describing my legal duties, privacy practice, and your rights regarding PHI.
3. Reserve the right to change the privacy practices of this notice at any time as allowed by law.
4. Inform clients of changes to this notice and make this notice available upon request.
5. Provide client authorization for the release of information forms that indicate the uses and disclosures on PHI.
6. Provide training for business associates to ensure that PHI is properly handled in the course of operations.

Use and Disclosure of PHI.

In most circumstances, Individual, Marriage, and Family Enrichment Associates will not disclose or use your PHI without your specific written and/or verbal authorization. However, PHI may be used in the normal operations under the following circumstances:

For Treatment: PHI may be shared without consent among Individual, Marriage, and Family Enrichment Associates employees and associates to the extent necessary to provide adequate treatment, receive case consultation, and facilitate scheduling and program operations. Individual, Marriage, and Family Enrichment Associates will not

discuss PHI with Insurance carriers or professionals outside the agency without prior consent.

For Payment: Disclosure of PHI (i.e. time and date of sessions, DSM-IV diagnosis, participation in counseling etc.) may be shared in billing correspondence. If billing is arranged through a party other than receiving treatment that information may be a release of PHI. Billing information may also be shared with financial agencies for collection of non-payment.

Client rights with respect to PHI

Generally, clients have the rights to control the use and disclosure of PHI. To this end, clients of Individual, Marriage, and Family Enrichment Associates have the right to:

- Request restrictions on certain uses and disclosures
- Inspect and receive a copy of their PHI
- Request an amendment to their PHI
- Receive an accounting of disclosures of PHI
- Obtain a copy of this notice at any time

Circumstances in which an authorization is not necessary under HIPAA

Under certain circumstances authorization is not necessary to meet the standard for proper release of PHI under HIPAA. These circumstances are disclosures that are: For enforcement or compliance purposes through the Department of Health and Human Services; mandated by law; to prevent serious injury to the health and safety of another person; for the purpose of treatment and payment as outlined above; related to national security; part of judicial and administrative proceedings; otherwise mandated disclosures by a court of law.

Psychotherapy Notes

Psychotherapy notes have special protection under federal law. They are not covered by a general release of information and normally will not be disclosed unless under a court order. Psychotherapy notes are kept separate from other PHI and are not open to review. They used by the counselors to enhance treatment and maintain quality services.

Contact person: Please address questions, concerns, or complaints to privacy and security officer for Individual, Marriage, and Family Enrichment Associates, Jeremy Duke.

Effective date of this notice: April 14, 2003