



Privacy of Information Policies

Effective September 1, 2011

This form describes the confidentiality of your medical records, how the information is used, your rights, and how you may obtain this information.

Our Legal Duties

State and Federal laws require Integritas Psychological Services, Inc. keep your medical records private. Such laws require we provide you with this Privacy of Information Policies notice informing you of your rights and our duties. We are required to abide by these policies until replaced or revised. We have the right to revise our privacy policies for all medical records, including records kept before policy changes were made. Patients will be notified of any changes in this notice before the changes take place.

The contents of material disclosed to us in an evaluation, intake, psychotherapy, or consultation session are covered by the law as private information. We respect the privacy of the information you provide us and we abide by ethical and legal requirements of confidentiality and privacy of records.

Use of Information

Information about you may be used by the personnel associated with this practice for diagnosis, treatment planning, treatment, and continuity of care. We may disclose it to health care providers who provide you with treatment, such as doctors, nurses, mental health professionals, and mental health students and mental health professionals or business associates affiliated with this clinic such as billing,

quality enhancement, training, audits, and accreditation.

Generally, verbal information and written records about a patient cannot be shared with another party without the written consent of the patient or the patient's legal guardian or personal representative. It is the policy at IPS not to release any information about a patient without a signed release of information except in certain emergency situations or exceptions in which patient information can be disclosed to others without written consent. Some of these situations are noted below, and there may be other provisions provided by legal requirements.

Duty to Warn and Protect

When a patient discloses intentions or a plan to harm another person or persons, the health care professional is required to warn the intended victim and report this information to legal authorities. In cases in which the patient discloses or implies a plan for suicide, the health care professional is required to notify legal authorities and make reasonable attempts to notify the family of the patient.

Public Safety

Health records may be released for the public interest and safety for public health activities, judicial and administrative proceedings, law enforcement purposes, serious threats to public safety, essential

government functions, military, and when complying with worker's compensation laws.

Abuse

If a patient states or suggests he or she is abusing a child or vulnerable adult, or has recently abused a child or vulnerable adult, or a child or vulnerable adult is in danger of abuse, the health care professional is required to report this information to the appropriate social service and/or legal authorities. If a patient is the victim of abuse, neglect, violence, or a crime victim, and their safety appears to be at risk, we may share this information with law enforcement officials to help prevent future occurrences and capture the perpetrator.

Prenatal Exposure to Controlled Substances

Health care professionals are required to report admitted prenatal exposure to controlled substances which are potentially harmful.

In the Event of Patient Death

In the event of a patient's death, the spouse or parents of a deceased patient may request access their child's or spouse's records.

Professional Misconduct

Professional misconduct by a health care professional must be reported by other health care professionals. In cases in which a professional or legal disciplinary meeting is being held regarding the health care professional's actions, related records may be released in order to substantiate disciplinary concerns.

Judicial or Administrative Proceedings

Health care professionals are required to release records of patients when a court order has been placed.

Minors/Guardianship

Parents or legal guardians of non-emancipated minor patients have the right to access the patient's Patient records.

Other Provisions

When payment for services are the responsibility of the patient, or a person who has agreed to provide payment, and payment has not been made in a timely manner, collection agencies may be utilized to collect debts. The specific content of the services (e.g., diagnosis, treatment plan, progress notes, testing) is not disclosed. If a debt remains unpaid it may be reported to credit agencies, and the patient's credit report may state the amount owed, the time-frame, and the name of the clinic or collection source.

Insurance companies, managed care, and other third-party payers are given information they request regarding services to the patient. Information which may be requested includes type of services, dates/times of services, diagnosis, treatment plan, description of impairment, progress of therapy, and summaries.

Information about patients may be disclosed in consultations with other professionals in order to provide the best possible treatment. In such cases the name of the patient, or any identifying information, is not disclosed. Clinical information about the patient is discussed in these consultations.

Some progress notes and reports are dictated/typed within the clinic or by

outside sources specializing in (and held accountable for) such procedures.

In the event the clinic or mental health professional must telephone the patient for purposes such as appointment cancellations or reminders, or to give/receive other information, efforts are made to preserve confidentiality. Please notify us in writing where we may reach you by phone and how you would like us to identify ourselves. For example, you might request if we phone you at home or work, we do not say the name of the clinic or the nature of the call, but rather the mental health professional's name only.

Your Rights

You have the right to request to review or receive your medical files. You may request a copy of your records in writing with an original (not photocopied) signature. If your request is denied, you will receive a written explanation of the denial. Records for non-emancipated minors must be requested by their custodial parents or legal guardians. The charge for this service is \$0.20 per page, plus postage.

You have the right to cancel a release of information by providing us a written

notice. If you desire to have your information sent to a location different than your address in our files, you must provide this information in writing.

You have the right to restrict which information might be disclosed to others. If we do not agree with these restrictions, however, we are not bound to abide by them.

You have the right to disagree with the medical records in our files and you may request this information be changed. Although we have the right to deny changing the record, you have the right to make a statement of disagreement, which will be placed in your file.

You have the right to know what information in your record has been provided to whom. Request this in writing by contacting the Office Manager.

Complaints

If you have any complaints or questions regarding these procedures, please contact the Office Manager. You may also submit a complaint to the U.S. Department of Health and Human Services and/or the Indiana State Board of Psychology. If you file a complaint we will not retaliate in any way.

I understand the limits of confidentiality, privacy policies, my rights, and their meanings and ramifications. I understand a copy of this form is available to me upon request.

Patient name (please print): _____

Signature: _____ Date: _____

Signed by: patient parent/guardian personal representative

Guardian name (please print): _____