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Notice of Privacy Practices

This notice is to inform you, the client(s) of your rights regarding your personal health information (PHI) and possible uses and disclosures of your PHI. It is in response to the Federal Government's enactment of HIPAA (the Health Insurance Portability and Accountability Act) which was created to protect your PHI in part because of the increasing use of technology to transmit information. It was also enacted to attempt to create federal standards for record keeping.

Your PHI in the case of your psychotherapy includes notes that I keep regarding our sessions, insurance forms if you are using insurance, and any information I receive about you from other health care providers. If you choose to use an out of network benefit for your treatment, your insurance company will receive by mail a form listing dates of service and a required diagnosis. I will keep a copy of this form locked in your file.

No one has access to your file but me. Files are kept in a locked, fireproof safe. You may request a copy of the log kept of the disclosures made using your PHI, and you may request that certain information from your PHI not be shared. However, therapists retain the right to refuse this request.

You have the right to specify how you receive information from me. Please indicate this on your new client form.

I reserve the right to amend these privacy practices at any time. Any new privacy practices will be effective for all of the PHI that I have, whether or not you are a current client. You may request a revised version at any time.

If you believe that I have not followed appropriate privacy practices you have the right to file a complaint in writing with me and/or the Secretary of Health and Human Services. I am my own privacy officer, if you have questions about my privacy practices, let me know.

PHI Uses and Disclosures for treatment, Payment and Health Care Operations

I may use or disclose your PHI to other health care professionals to coordinate or manage your therapy.

I may disclose your PHI if you are using insurance to pay for your therapy.

I may disclose your PHI to operate my practice, such as QA activities, audits, or legal proceedings.

PHI uses and disclosures that do not Require your Authorization or an Opportunity to Object

I may use or disclose your PHI to the extent that the use or disclosure is required by law, to comply with the law, and limited to the requirements of the law. In this domain are law enforcement reports, abuse and neglect reports and reports to coroners and medical examiners in the case of a death. I must also make disclosures to the Secretary of the Department of Health and Human Services for the purpose of investigating or determining my own compliance with HIPAA.

I may disclose your PHI to a health oversight agency for activities authorized by law, such as my professional licensure. Insurance companies may also have oversight agencies.

If I have reason to believe that a child or vulnerable adult has suffered abuse or neglect then I am required by law to report it to the proper authorities. I must also report abandonment and financial exploitation. If you or someone else is in danger of eminent harm I may also make disclosures to ensure the safety of those involved.

I may also make disclosures if you have committed a crime on these premises or against me.

I may disclose your healthcare information with business associates that I may contract with to do billing, legal or accounting services. I will safeguard the privacy of your information very closely.

If a court issues an appropriate order I may have to make disclosures including copies of your records to comply with the law. You and I must be notified in writing at least fourteen days in advance. Please let me know as soon as you know you are likely to be in such a legal situation so that I can exercise due caution in record keeping so as to protect your privacy as much as possible.

