



Life in Motion
Live. Life. Balanced

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HIPAA and Our NOTICE OF PRIVACY PRACTICES

Life In Motion's Mission is to assist every client in living a balanced and healthy life by including the mind, body and Spirit connection.

Life In Motion is guided by the highest standards of professional counseling following the American Association for Marriage and Family Therapy (AAMFT).

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

This document contains important information about the services offered to persons at Life In Motion and outlines the policies and procedures that underlie the delivery of those services. It also contains summary information about the Health Insurance Portability and Accountability Act (HIPAA). HIPAA provides privacy protection regarding the use and disclosure of "Protected Health Information" (PHI)

CONTACTING LIFE IN MOTION

Life In Motion offers counseling hours scheduled around the needs of the Counselee. To contact counselors, messages can be left on the voice-mail system. These messages are checked on a routine basis and counselors attempt to return calls by the end of the following business day, excluding weekends and holidays. If it is difficult to be reached, counselees should leave times when they will be readily available to be contacted by a counselor. In emergency situations, please contact the Seven Counties Crisis Hotline number at 502-589-4313 or 1-800-221-0446.

FEES AND APPOINTMENTS

Life In Motion offers individual, marriage, and family counseling. It is important that every effort be made to keep scheduled appointments and to arrive on time. In the event the Couselee fails to attend or cancels any scheduled session less than twenty-four hours in advance, the Couselee shall pay to the Counselor an amount equal to the counseling session rate. Further details are outlined in the Life In Motion Cancellation Policy. After the third incident of failure to attend without twenty-four hours prior notification, Life In Motion reserves the right to terminate the counseling relationship. Additionally, Life In Motion reserves the right to refuse to offer treatment from other staff counselors. Life In Motion reserves the right to refuse to offer treatment until chronic non-payment or a returned check is resolved. Returned checks will require a returned check fee of \$35 plus the session fee paid in cash.

LIMITS ON CONFIDENTIALITY

Under most circumstances, information about the counseling treatment will not be released without written authorization. This does not include the following situations:

We may use or disclose your health information to members of our staff involved in your treatment program.

Case consultations with other health and mental health professionals. During these consultations, every effort is made to avoid revealing the identity of clients. As professionals, the information is kept confidential. Unless couselees raise objections to such interactions, counselors generally do not provide notification of such consultations. In such cases, each consultation is recorded in the Clinical Records.

Life In Motion employs an administrative staff that occasionally assists in providing services. In a very limited number of cases protected information may be shared between staff members for both clinical and administrative purposes, such as scheduling, case management, and the maintenance of quality assurance.

All members of Life In Motion are bound by the same rules of confidentiality and have received training about protecting your privacy and have signed a confidentiality agreement not to release any information outside of the counseling operations without the permission of a professional staff member.

Life In Motion does not guarantee the security of e-communications including, but not limited to texting.

DISCLOSING INFORMATION

There are some situations where counselors are permitted or required to disclose information without the consent or authorization of clients:

If payment from a third-party payer, i.e. insurance companies, is arranged.

If couselees are involved in a court proceeding and a request is made for information concerning either diagnosis and/or the progress of treatment, such information is protected by

the laws governing the use and release of privileged communications. Counselors cannot provide any information without their counselee's written authorization, or a court order. If counsees are either involved in or contemplating litigation, they should consult with their attorney to determine whether a court would be likely to order their counselor to disclose otherwise protected information.

If a government agency is requesting the information for health oversight activities, counselors may be required to provide it for them.

If a counselee files a complaint or lawsuit against a counselor, that counselor may disclose relevant client information as part of the defense against the complaint.

If a counselee files a worker's compensation claim, counselors must, upon request, provide appropriate information, including a copy of the counselee's record to the counselee's employer, the insurer or the Department of Workmen's Compensation.

There are some situations in which mental health professionals are obligated to take actions that they believe are necessary to attempt to protect others from harm. To do so, they may have to reveal some information about the counselee's treatment.

If a counselor has reasonable cause to believe that a child under the age of 18 is suffering physical or emotional injury resulting from abuse inflicted upon him/her which causes harm or substantial risk of harm to the child's health or welfare (including sexual abuse), or from neglect (including malnutrition), the law requires that a report be filed and additional information may be provided, if a counselor has reason to believe that an elderly or handicapped individual is suffering from abuse the law requires that a report be filed.

If a counselee communicates an immediate threat of serious physical harm to an identifiable victim or if a counselee has a history of violence and the apparent intent and ability to carry out the threat, a counselor may be required to take protective actions. These actions may include notifying the potential victim, contacting the police, and/or seeking hospitalization for the counselee.

Duty to warn and protect: A disclosure of intentions to harm oneself or another person. By law, Life In Motion is required to warn the intended victim and report this information to legal authorities.

Disclosure of a plan or implied plan for suicide requires that Life In Motion notify legal authorities and make reasonable attempts to notify the client's family.

Prenatal Exposure to Illicit Substances: Disclosure of prenatal exposure to illicit substances by law must be reported to the appropriate social service and/or legal authorities.

If domestic violence is reported or suspected counselors are required by law to contact the appropriate authorities.

If a situation arises, counselors will make every effort to fully discuss the requirements with counselees before taking any action and will limit any disclosures to what is necessary and required by law.

While this written summary of exceptions to confidentiality is written to provide helpful information about potential problems, it is important that counselees discuss any questions or concerns that they may have now or in the future with their counselor. In situations where specific advice is required, formal legal advice may also be needed.

YOUR RIGHTS AS A COUNSELEE

You have the right to ask questions about any procedures used during therapy; if you wish, we will explain our approach and methods to you.

If a minor child, under the age of consent, all custodial parents have a right to information shared in the session. Custodial parents should be aware that exercising this right may be detrimental to the therapeutic process, and so may wish to allow confidentiality between the child and therapist.

You have the right to decide not to receive therapeutic assistance from Life In Motion. We will provide you with the names of other qualified professionals whose services you might prefer.

You have the right to end therapy at any time without any moral, legal, or financial obligations other than those already accrued. We ask that you contact Life In Motion by phone if you make such a decision without consulting with the counselor.

You have the right to make a written request to inspect your records, with limited exceptions. For example, persons participating in an adult therapy group will have limited access to process notes by rules of confidentiality between the individual and the group. If a request for records is made Life In Motion will provide a summary of the individual's progress. The first copy will be provided at no fee, but any additional copies will be provided at a cost of \$1.00 per page. You have a right to a copy of this notice at no charge.

You can make a written request that we place other restrictions on the ways we use or disclose your health information. We may deny any or all your requested restrictions. If we agree to these restrictions, we will abide by them in all situations except those, which, in our professional judgment, constitute an emergency.

You can make a written request that we amend the information in your records. If we approve your written amendment, we will change our records accordingly. We will also notify anyone else who may have received this information, and anyone else of your choosing. If we deny your amendment, you can place a written statement in our records disagreeing with our denial of your request.

You can make a written request that we provide you with a list of those occasions where we or our business associates disclosed your health information for purposes other than treatment, payment, or our operations. This can go back as far as six years. A fee may be charged for the tabulating of these disclosures if the request is made more than once in a 12-month period. If you believe we have violated any of your privacy rights, or you disagree with a decision we have made about any of your rights in this notice you may complain to us in writing to the following person:

Compliance Officer: Melissa Smith

Telephone: 502.444.5433 Ext 300

Web Address: www.LifeInMotionKentucky.com

Email Address: Melissa.Smith@LifeInMotionKentucky.com

You may also submit a written complaint to the United States Department of Health and Human Services. We will provide you with that address upon written request.