

Ellis Counseling, LLC
1820 Glywood Drive, Suite B
Prattville, Alabama 36066
Phone 334-358-2455
Fax 334-491-2456
Email-ellismartha@knology.com
Martha B. Ellis, Ed.S., LPC, NCC

Notice of Privacy Practices

Effective Date: April 2003

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.

1. **Purpose:** Ellis Counseling, LLC and its staff follow the privacy practices described in this Notice. Ellis Counseling, LLC maintains your health information in records that are kept in a confidential manner, as required by law. Ellis Counseling, LLC must use and disclose or share your health information as necessary for treatment, payment, and health care operations to provide you with quality health care.
2. **What Are Treatment, Payment, and Health Care Operations?** Treatment includes sharing information among health care providers involved in your care. For example, your health care provider may share information about your condition with the pharmacist to discuss medications, or other consultants to make a diagnosis. Ellis Counseling, LLC may use your health information as required by your insurer or HMO to obtain payment for your treatment. Ellis Counseling, LLC may use and disclose your health information to improve the quality of care and for education.
3. **How Will the Ellis Counseling, LLC Use and Disclose My Health Information?** Your health information may be used for the following purposes unless you ask for restrictions on a specific use or disclosure:
 - *Note:* You will have the opportunity to refuse some of these communications about your health information, indicated by (*).
 - Disaster relief agency if you are involved in a disaster relief effort. *
 - To inform you of treatment alternatives or benefits or services related to your health. *
 - Appointment reminders.
 - Court ordered to testify
 - Public health activities, including the spread of a communicable disease and notifying government authorities of suspected abuse, neglect, or domestic violence.
 - Health oversight activities, such as audits, inspections, investigations, and licensure.
 - Law enforcement.
 - Coroners, medical examiners, and funeral directors.
 - Certain research projects. (No names or identifiable information will be disclosed without permission)
 - To prevent a serious threat to health or safety of self or others.
 - Alcohol and drug abuse information has special privacy protections. Ellis Counseling, LLC will not disclose any information identifying an individual as being a patient or provide any health information relating to the patient's substance abuse treatment unless the patient consents in writing; to carry out treatment, payment, and operations; or as required by law.

- To carry out mental health care treatment, payment, and operations functions through business associates, such as to install a new computer system.
4. **Your Authorization Is Required for Other Disclosures.** Except as described above, we will not use or disclose your mental health information, unless you allow Ellis Counseling, LLC in writing to do so. You may withdraw or revoke your permission, which will be effective only after the date of your written withdrawal.
 5. **You Have Rights Regarding Your Health Information.** You have the following rights regarding your mental health, if requested on the form(s) provided by Ellis Counseling, LLC:
 - **Right to request restriction.** You may request limitations on your mental health information that we use or disclose for health care treatment, payment, or operations, although we are not required to comply with your request. We will release the information if necessary for emergency treatment.
 - **Right to confidential communications.** You may request communications of your health information in a certain way or at a certain location, but you must tell us how or where you wish to be contacted.
 - **Right to inspect and copy.** You have the right to review and obtain a copy of your mental health record. We may charge a fee for copying, mailing, and supplies. Under limited circumstances, your request may be denied; you may request review of the denial by another licensed health care professional chosen by Ellis Counseling, LLC. Ellis Counseling, LLC will comply with the outcome of the review.

Right to request amendment. If you believe that the health information we have about you is incorrect or incomplete, you may request an amendment on the form provided by Ellis Counseling, LLC. Ellis Counseling, LLC is not required to accept the amendment.
 - **Right to accounting of disclosures.** You may request a list of the disclosures of your health information that have been made to persons or entities for disclosures unrelated to health care treatment, payment, or operations within the past six (6) years, but not prior to March 2009. After the first request, there may be a charge.
 - **Right to a copy of this Notice.** You may request a paper copy of this Notice at any time.
 6. **Requirements Regarding This Notice.** Ellis Counseling, LLC is required by law to provide you with this Notice. We will comply with this Notice for as long as it is in effect. Ellis Counseling, LLC may change this Notice, and these changes will be effective for health information we have about you, as well as any information we receive in the future.
 - 7.
 8. **Complaints.** If you believe your privacy rights have been violated, you may file a complaint with the Secretary of the United States Department of Health and Human Services. We will not penalize or retaliate against you in any way for making a complaint to the Department of Health and Human Services.

Contact James Thomas (334-358-2455) if:

- **You have any questions about this Notice;**
- **You wish to request restrictions on uses and disclosures for mental health care treatment, payment, or operations; or**
- **You wish to obtain a form to exercise your individual rights described in paragraph 5.**