

The Independent Practitioners at Shadow Wood Clinical Associates
3649 SW Burlingame Road
Suite 100
Topeka, Kansas 66611-2155

Notice of Privacy Practices

Your Information. Your Rights. Our Responsibilities.

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.

I. Your Rights:

When it comes to your health information, you have certain rights. This section explains your rights and some of your responsibilities to help you.

Get an electronic or paper copy of your medical record. You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this. We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your medical record. You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this. We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential communications. You can ask us to contact you in a specific way (for example, home or office) or to send mail to a different address. We will say “yes” to all reasonable requests.

Ask us to limit what we use or share. You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.

If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

Get a list of those with whom we’ve shared information. You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we share it with, and why.

We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make.) We’ll provide one

accounting a year free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice. You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you. If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.

We will make sure the person has this authority and can act for you before we take action.

File a complaint if you feel your rights are violated. You can complain if you feel we have violated your rights by contacting us using the information on the back page.

You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S. W., Room 509F HHH Bldg. Washington, D.C. 20201, calling 1-800-368-1019, or visiting <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>. We will not retaliate against you for filing a complaint.

II. Your Choices:

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us how to:

Share information with your family, close friends, or others involved in your care.

Share information in a disaster relief situation.

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

We never share psychotherapy notes with outside sources except under court order or with the client's written permission.

III. Our Uses and Disclosures:

With your permission, how do we typically use or share your health information?

To help treat you: We may share it with other professionals who are treating you. Example: A doctor treating you for an injury may ask us about your overall mental health condition.

To bill for services provided to you: We can use and share your health information to bill and get payment from health plans or other entities. Example: We give information about you to your health insurance plan so it will pay for your services.

How else can we use or share your health information? We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html

Help with public and safety issues: We may share health information about you for certain situations such as: preventing disease, helping with product recalls, reporting adverse reactions to medications, reporting suspected abuse, neglect, or domestic violence, and preventing or reducing a serious threat to anyone's health or safety.

Do Research: We may use or share your information for health research.

Comply with the law: We will share information about you if state or federal laws require it, including the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

Address workers' compensations, law enforcement, and other government requests: We can use or share health informations about you for workers' compensation claims, for law enforcement purposes or with a law enforcement official, with health oversight agencies for activities authorized by law, and for special governmental functions such as military, national security and presidential protective services.

Respond to lawsuits and legal actions: We can share health information about you in response to a court or administrative order, or in response to a subpoena. We will never share any treatment records without your written permission. **Be MINDFUL OF WHAT RECORDS CAN BE RELEASED WHEN YOU SIGN RELEASES WITH ATTORNEYS. ASK BEFORE YOU SIGN!!**

IV. Our Responsibilities:

We are required by law to maintain the privacy and security of your protected health information. We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information. We must follow the duties and privacy practices described in this notice and give you a copy of it. We will not share your information other than as described here

unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html

Changes to the Terms of this Notice:

We may change the terms of this notice, and the changes will apply to all information we have about you. We will notify you if this occurs. The new notice will be available upon request, in our office; and on our website.

This Notice of Privacy Practices applies to the following if they do not have a separate or more specific Notice of Privacy Practices:

The Independent Practitioners located at Shadow Wood Clinical Associates
3649 SW Burlingame Road
Suite 100
Topeka, KS 66611-2155
www.shadowwoodclinicalassociates.com

Privacy Officer: As sole proprietors, each clinician at Shadow Wood Clinical Associates serves as his/her own privacy officer.

Effective 1/10/2023