

RESILIA NEUROTHERAPY SERVICES

NOTICE OF PRIVACY PRACTICES

Professional ethics, Colorado State Law and HIPAA all require that your privacy be carefully protected. This means that we may not communicate to anyone else anything you talk about with us. There are a few exceptions to this rule and they are listed below.

Limits of Confidentiality:

- 1) You may sign a release of information form that allows RESILIA to disclose information to individuals or institutions specified by you.
- 2) If you feel that you are in danger of causing immediate harm to yourself or another person, we are required by law to report this to the appropriate authorities.
- 3) If we are ordered by a court of law to disclose information about you (e.g., if we are served with a legitimate subpoena), we are required in some cases to respond to that order.
- 4) If you reveal information concerning physical or sexual abuse of a child, we are required by law to report this knowledge to the appropriate authorities.
- 5) If you are in therapy by a court of law.
- 6) If you are involved in a criminal or delinquency proceeding.
- 7) We may need to report problems with medications or medical products to the manufacturer and to the FDA, or may notify patients of recalls of products they are using.
- 8) If you are a member of the armed forces, we may release information about you as required by military command authorities or the Department of Veterans Affairs. We may also disclose medical information to federal officials for intelligence and national security purposes, for Presidential Protective Services, or to the Department of State for its security issues.
- 9) We may have to use or disclose information about you to get paid for services and supplies we provide to you. For example, your health plan or health insurance company may request to see parts of your medical record before they will pay RESILIA for services rendered.

Your Rights:

- 1) Right to receive information about the **methods/techniques and duration** of treatment recommended.
- 2) **Right to request information about you:** You have a right to look at the information about you and to get a copy of that information. To request information, submit a written request. You may be charged for the costs to copy the information. You will be informed in advanced what the cost of copying the information will cost. You can look at your record at no cost. The law requires that RESILIA keep the original record for a period of 7-years.
- 3) **Right to request to amend or supplement information about you that you believe to be incorrect or incomplete:** If you see information about you that you believe to be incorrect or incomplete you have a right request that it is amended. Please submit your amendment in writing.
- 4) **Right to get a list of certain disclosures of information about you:** You have the right to request a list of certain disclosures of information we made about you.
- 5) **Right to request confidential communications:** You have the right to request that we communicate with you in a way that you feel is more confidential.
- 6) **Right to request restrictions on how I will disclose information about you for treatment or payment.** RESILIA is not required to agree to your request, but if we do agree, we will comply with that agreement unless information is needed for emergency purposes.