

## **PRIVACY PROCEDURES (based on HIPAA)**

Your records can be disclosed without authorization in the following circumstances:

- To the Department of Health and Human Services for determining compliance with the Privacy Rule for protected health information [45 CFR § 164.502(a)(2)]
- Representatives of local, state, or federal agencies in accordance with law
- To report abuse, neglect, or domestic violence under specified circumstances
- To public health authorities and their authorized agents for public health purposes including but not limited to public health surveillance, investigations, and interventions
- For health research under certain conditions, including 1) if documentation of a waiver is obtained from an institutional review board (IRB) or a privacy board, according to a series of considerations; 2) for activities preparatory to research; and 3) for research on a decedent's information
- To law enforcement officials pursuant to a court order, subpoena, or other legal order, to help identify and locate a suspect, fugitive, or missing person; to provide information related to a victim of a crime or a death that may have resulted from a crime, or to report a crime
- In the course of a judicial or administrative proceeding under specified circumstances.
- To individuals, companies, or agencies involved in paying or collecting fees for services

## Additional office procedures to protect records and confidentiality:

- Employees/trainees will not share identifying information of clients except as authorized on the Consent for Release of Information and in accordance with the Privacy Procedures
- Collaboration with other professionals for research purposes occurs on occasion. Professionals conducting research will maintain confidentiality and will not share identifying information of clients under any circumstances unless required by law.
- Parents and children who have reached the age of majority are entitled to access the content of the client's records. Dr. Hill may deny access to any portion of a record if determined that the release of that portion would be harmful to the client's physical, mental, or emotional health; a written explanation would be provided.
- Records for minors are maintained until 3 years past the age of majority; records for adults are maintained for 7 years (however, it should be noted that test data is considered outdated after 3 years)
- An amendment to records, submitted in writing, may be requested by parents (or the client if no longer a minor) and will be placed in the client's records; however, the professional is not obligated to make the proposed amendment.

## **EMPLOYEE POLICY**

Employees/trainees of Dr. Hill and professionals conducting research attend an in-house training seminar in which privacy procedures are reviewed and discussed. Written agreement is required that they will comply with the privacy procedures.