

D'Amico & Associates in Counseling

Notice of Privacy Practices

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.

Effective date: September 1, 2009

D'Amico & Associates in Counseling, LLC has been and will always be totally committed to maintaining clients' confidentiality. We will only release healthcare information about you in accordance with federal and state laws and ethics of the counseling profession.

This notice describes my policies related to the use and disclosure of your healthcare information.

USES AND DISCLOSURES OF YOUR HEALTH INFORMATION FOR THE PURPOSES OF PROVIDING SERVICES: Providing treatment services, collecting payment and conducting healthcare operations are necessary activities for quality care. State and federal laws allow us to use and disclose your health information for these purposes.

TREATMENT: We may need to use or disclose health information about you to provide, manage or coordinate your care or related services, which could include consultants and potential referral sources.

PAYMENT: Information needed to verify insurance coverage and/or benefits with your insurance carrier, to process your claims as well as information needed for billing and collection purposes. We may bill the person in your family who pays for your insurance.

HEALTHCARE OPERATIONS: We may need to use information about you to review treatment procedures and business activity. Information may be used for certification, compliance and licensing activities.

OTHER USES OF DISCLOSURES OF YOUR INFORMATION WHICH DO NOT REQUIRE YOUR CONSENT: There are some instances where we may be required to use and disclose information without your consent. For example, but not limited to: Information you and/or your child(ren) report about physical or sexual abuse. Then, by Illinois State Law, we are obligated to report this to the department of Children and Family Services; If you provide information that informs us that you are in danger of harming yourself or others; Information to remind you of, or to reschedule, appointments or treatment alternatives; Information shared with law enforcement if a crime is committed on our premises or against our staff or with child representatives (GALs) for compliance purposes as required by law such as a subpoena or court order. Court-ordered services are typically limited in their protection of confidentiality.

COURT-ORDERED SERVICES: Court-ordered visitation, mediation and evaluations require periodic and final report/recommendations. Your verbal communications and session records may be available through a court order. Please know that only the information pertinent to the court's proceedings will be released. Court-ordered counseling allows session confidentiality but may require participation verifications and recommendations. We will request you to sign a consent to release any private communications to the court; however, the law requires our compliance in providing information which is subpoenaed or ordered released by a judge.