

## **NOTICE OF OF PRIVACY PRACTICES**

- The following are the Privacy Practices of Family Works Psychological Center, PLLC. This notice is to inform you that there are procedural safeguards to protect personal information you share with us.
- Privacy Practices concern how personal health care information may be used and/or disclosed, what rights you have with respect to your health care information, and how and where you may file a privacy-related complaint.
- Every effort is made to protect private and confidential information.
- Ethical guidelines of our respective professions and state and federal laws (Mental Health and Substance Abuse statutes, HIPAA, etc.) protect your personal information but with certain limitations. The information you share with us may be shared between clinicians at this Center/Clinic to provide psychotherapeutic services, as needed; that information will be used to collect payment through insurance companies or other third party payers; that information will be shared with others with your written authorization; and that in some situations by virtue of statutory or legal mandates specific information may be released as required by law (i.e., court order, when a situation arises where there is child abuse or neglect, or if there is a serious danger to self or others).
- You may have access to information contained in your clinical record (with the exception of psychotherapy notes, evaluations, and raw psychological testing data, or information that would not be in your best interest to acquire). Please speak to your treating clinician if you have concerns about what information may be in your treatment record. You also have the right to amend this information in your record, if it is incorrect.
- You may request a list of agencies, companies, or individuals that information has been released to from your record. (All requests must be submitted in writing to the designated Privacy Officer named below.)
- You may obtain a copy of this Notice from your treating clinician with the understanding that the terms of this Notice may be changed in the future, and these changes will be posted in the waiting room of this Center/Clinic.
- You may request specific restrictions of disclosure of your personal information by speaking to your treating clinician.
- You have the right to restrict disclosure of information to insurance companies/plans if you pay out of pocket, in full, for evaluation and/or treatment.
- If there were ever an unauthorized breach of your confidentiality you will be notified and the Department of Health and Human Services will be notified.
- If you have concerns about our privacy practices you may speak to directly to your treating clinician, if you are unsatisfied with the outcome you may contact Guy Kashgarian, PhD (910-509-0588) at the Wilmington office.
- If you wish to make a formal complaint, you may request a copy of the Complaint Form by writing a letter to the designated Privacy Officer, Guy Kashgarian, PhD, Director, FWPC, 2002 Eastwood Road, Suite 305, Wilmington, NC, 28403. You also have the right to make a complaint directly to the Federal Department of Health and Human Services.