



*Family Advocacy and Mental Wellness*

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## HIPPA 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: December 1, 2016**

The Choices Counseling Center, LLC has been and will always be totally committed to maintaining client's 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 our policies related to the use and disclosure of your healthcare information.

**Uses and disclosures of your healthcare information for the purposes of provide 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. This could include consultants and potential referral sources.

**PAYMENT** Information need 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 our treatment procedures and business activity. Information may be used for certification, compliance, and licensing activities.

**Other uses or disclosures of your information which does 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 or children report about physical or sexual abuse (then by South Carolina State Law, we are obligated to report this to the Department of Social 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 share with law enforcement if a crime is committed on our premises or against our staff; or As required by law such as a subpoena or court order.

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**Signature**

\_\_\_\_\_  
**Date**

Revised 06/01/18