



NOTICE OF PRIVACY PRACTICES

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Purpose of this Notice

In the course of doing business, the Grandis Evaluation Center (GEC) gathers and maintains protected health information about consumers. We respect your privacy and understand the importance of keeping this information confidential and secure. This Notice describes our privacy practices and how we protect the confidentiality of your protected health information. We are obligated to maintain privacy by implementing reasonable and appropriate safeguards. We are also obligated to explain to you by this Notice about our legal obligations to maintain the privacy of your protected health information.

I. I may use or disclose your Protected Health Information (PHI) for treatment, payment and health care operation purposes with your *consent* for services.

- **Use** applies to activities with information that identifies you as part of the assessment services we provide.
- **Disclosure** applies to activities outside of the assessment services we provide, such as releasing and transferring to 3rd party's information that identifies you.
- **Protected health information, or PHI** for short, is information that identifies who you are and relates to, your past, present, or future physical or mental health or condition, the provision of health care to you, or past, present, or future payment for the provision of health care to you. PHI does not include information about you that is publicly available, or that is in a summary form that does not identify who you are.
- **Treatment** is when A GEC Licensed Clinician provides, coordinates or manages your health care and other services related to your health care. An example of treatment would be consultation with other health care provider(s) related to your health care.
- **Payment** includes collecting reimbursement/fees for the services provided to you. We may disclose your PHI to health plans or other responsible parties to receive payment for the services provided to you.
- **Health Care Operations** are activities that relate to the operation of our assessment services. For example we may disclose PHI in business related matters such as quality assurance, administrative services and general business functions. We may use or disclose your PHI to perform certain business functions to our business associates, who must also agree to safeguard your PHI as required by law.

II. Use and Disclosures of PHI Requiring Your Authorization

In all other instances when PHI is requested an authorization will be obtained from you prior to disclosure. This authorization will include the specific disclosures to be made above and beyond information covered by a general consent for services. You may revoke or modify your authorization at any time by writing.

III. Use and Disclosures Without Consent or Authorization

- When required by law. In some circumstances, we are required by federal or state laws to disclose certain PHI to others, such as public agencies for various reasons. For example, The North Carolina Psychology Board has the power, when necessary, to subpoena relevant records should your service provider be the focus of an inquiry.
- When you are involved in a court proceeding and a request is made for information about professional services you received, such information is privileged and cannot be disclosed without your consent. This privileged does not apply when you are being evaluated for a 3rd party or where the evaluation is court ordered.
- Reports about child and other types of abuse or neglect, or domestic violence
- To avert a serious threat to the health or safety of you or other members of the public.
- In connection with services provided under workers' compensation laws.

IV. Service Provider Duties

GEC Licensed Clinicians are required by law to maintain the privacy of your PHI and to provide you with a notice of our legal duties and privacy practices with regard to PHI. The Grandis Evaluation Center, P.C. reserves the right to change the privacy policies and practices described in this notice. Unless you are notified of such changes, however, we are required to abide by the terms currently in effect. If our policies and procedures are revised we will inform you of such changes.

V. Your Rights

- **Right to Receive a Copy of This Notice**
You will be given a copy of this Notice when you sign consent for services. You have the right to request additional paper copies of this Notice
- **Right to Confidential Communications**
You have the right to request that we provide your PHI to you in a confidential manner. For example, you may request that we send your PHI by an alternate means or to an alternate address.
- **Right to Receive an Accounting of Disclosures of Your PHI**
You generally have the right to request an accounting of certain disclosures that we make of your PHI for which you have neither provided consent or authorization.

- **Access to Your PHI**

You have the right to review and copy your PHI we maintain. Under certain circumstances we may deny your request for review or copy of your PHI. Denials will be provided in writing along with explanation of the denial process.

- **Right to Amend Your PHI**

You have the right to request amendments to your PHI for as long as the PHI is maintained in the record. Under some circumstances your request may be denied and the amendment process will be discussed with you in detail.

- **Right to Request Restrictions**

You have the right to request restrictions on how we use and disclose your PHI. All requests must be made in writing. Upon receipt, we will review your request and notify you whether we have accepted or denied your request. Please note that we are not required to accept your request for restrictions.

- **Right to Complain**

We must follow the privacy practices set forth in this Notice while in effect. If you have any questions about this Notice, wish to exercise your rights, or file a complaint; please direct your inquiries to: Grandis Evaluation Center

Joanne M. Grandis (Or Qualified Associate)

1011 Tunnel Road, Suite 220

Asheville, NC 28805 (828) 299-7451

gectesting@bellsouth.net

You also have the right to directly complain to the Secretary of the United States Department of Health and Human Services at Hubert H. Humphrey Building, 200 Independence Ave SW, Washington, DC 20201. You will not be retaliated against for filing a complaint.