

The Centre for Rational Living Therapy, P.C.

115 Farley Circle, Suite 304

Lewisburg, PA 17837

Phone/fax: 570-880-0154

EFFECTIVE DATE OF THIS NOTICE This notice went into effect on 6/1/2022.

NOTICE OF PRIVACY PRACTICES

As required by the privacy regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPPA).

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. If you have questions about this Notice, please contact our office at 570-880-0154.

This notice describes The Centre for Rational Living Therapy, P.C. practices and that of any health care professional authorized to enter information into your medical record, and that of all employees, staff and other personnel of The Centre for Rational Living Therapy, P.C.

At The Centre for Rational Living Therapy, P.C., we understand that medical information about you and your health is personal. We are committed to protecting medical information about you. We create a record of the care and services you receive at The Centre for Rational Living Therapy, P.C. We need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of your care generated by The Centre for Rational Living Therapy, P.C. This Notice will tell you about your rights and certain obligations we have regarding the use of disclosure of medical information.

The law requires The Centre for Rational Living Therapy, P.C. to:

1. Maintain the privacy for your medical records.
2. Give you this notice of our legal duties and privacy practices with respect to medical information about you, and
3. Follow the terms of the Notice that is currently in effect.

How we may use and disclose medical information about you:

For Treatment – We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to The Centre for Rational Living Therapy, P.C. personal who are involved in taking care of you.

For Payment – We may use and disclose medical information about you so that treatment and services you receive at The Centre for Rational Living Therapy, P.C. may be billed to and payment may be collected from you, an insurance company or a third party.

For Health Care Operations – We may use and disclose medical information about you for The Centre for Rational Living Therapy, P.C. operations. These uses and disclosures are necessary to run The Centre for Rational Living Therapy, P.C. and to make sure that all of our clients receive quality care.

Appointment Reminders – we may use and disclose medical information to contact you as a reminder that you have an appointment for treatment at The Centre for Rational Living Therapy, P.C.

Treatment Alternatives and Health-Related Benefits and Services – We may use or disclose medical information to tell you about or recommend possible treatment options, alternatives, health-related benefits or services that maybe of interest to you.

Individuals Involved in Your Care – We may release medical information about you to a friend or family member who is involved in your medical care.

Research – Under certain circumstances, we may use and disclose medical information about you for research purposes. The use and disclosure for research projects are subject to a special authorizations process. The process evaluates a proposed research project and its use if medical information, determining that your medical information will be adequately protected. Before we use or disclose medical information for research, the project will have been approved through this research approval process. We may, however, disclose medical information about you to people preparing to conduct a research project to help them look for clients with specific medical needs, so long as the medical information they review does not leave The Centre for Rational Living Therapy, P.C.

As Required by Law – We may disclose medical information about you when required to do so by federal, state or local law.

SPECIAL SITUATIONS

Organ and Tissue Donations – If you are an organ donor, we may release medical information to organizations that handle organ procurement or organ, eye or tissue transplantation or to an organ donation bank.

Military and Veterans – If you are a member of the armed forces, we may release medical information about you as required by military command authorities. We may also release medical information about foreign military personnel to the appropriate foreign medical authority.

Worker's Compensation – We may release medical information about you for worker's compensation or similar programs. These programs provide benefits for work-related injuries or illness.

Public Health Risks – We may disclose medical information about you for public health activities, which generally include the following:

- To prevent or control disease, injury or disability.

- To report births and deaths.
- To report child abuse or neglect.
- To report reactions to medications or problems with products.
- To notify people of recalls of products they may be using.
- To notify a person who have been exposed to a disease or may be at risk for contracting or spreading a disease or condition.
- To notify the appropriate government authority if we believe a patient has been the victim of abuse, neglect or domestic violence. We will only make this disclosure if you agree or when required or authorized by law.

Health Oversight and Activities –We may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities may include audits, investigations, inspections and licensures. These activities are necessary for the government to monitor the health care system, government programs and compliance to civil rights laws.

Lawsuits and Disputes – In connection with a lawsuit or a dispute, we may disclose medical information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute. We may use or disclose medical information in defending or asserting a lawsuit involving your treatment at The Centre for Rational Living Therapy, P.C.

Law Enforcement – We may release medical information if asked to do so by a law enforcement official, in response to a court order, subpoena, warrant, summons or similar law enforcement process.

Coroners, Medical Examiners and Funeral Directors – We may release medical information to a coroner or medical examiner. This may be necessary, for example. To identify a deceased person or determine the cause of death. We may also release medical information about patients of The Centre for Rational Living Therapy, P.C. to funeral directors as necessary to carry out their duties.

National Security and Intelligence Activities – We may release medical information about you to authorized federal officials for intelligences, counter intelligences and other security activities authorized by law.

Protective Services for the President and Others – We may disclose medical information about you to authorized federal officials so they may provide protections to the President, other authorized persons or foreign heads of state or conduct special investigations.

YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU

You have the following rights regarding medical information we maintain about you:

Right to Inspect and Copy – You have the right to inspect and copy medical information that may be used to make decisions about your care. Usually, this includes medical and billing records, but only limited access to psychotherapy notes per Pennsylvania regulations (55 Pa. Code 5100.33).

To inspect and copy medical information that may be used to make decisions about you, you must submit your request in writing to The Centre for Rational Living Therapy, P.C. at 115 Farley Circle Suite 304 Lewisburg PA 17837. If you request a copy of the information, we may charge a fee for the cost of copying, mailing or other supplies associated with your request.

We may deny your request to inspect and copy in certain circumstances. If you are denied access to medical information, you may request that the denial be reviewed. Another licensed health care professional chosen by The Centre for Rational Living Therapy, P.C. will review your request and the denial. The person conducting the review will not be the person who initially denied your request. We will comply with outcome of the review.

Right to Amend – If you feel the medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for The Centre for Rational Living Therapy, P.C. To request an amendment, your request must be made in writing and submitted to The Centre for Rational Living Therapy, P.C. at 115 Farley Circle Suite 304, Lewisburg, PA 17837.

Lewisburg PA 17837. In addition, you must provide a reason that supports your request.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- Was not created by use, unless the person or entity that created the information is no longer available to make the amendment;
- Is not part of the medical information kept by or for The Centre for Rational Living Therapy, P.C.
- Is not part of the information which you would be permitted to inspect or copy or
- Is accurate and complete.

Right to an Accounting of Disclosures – You have the right to inspect an accounting of disclosure. This is a list of disclosures we made of medical information about you. To request this accounting, you must submit your request in writing to The Centre for Rational Living Therapy, P.C. at 115 Farley Circle Suite 304 Lewisburg PA 17837. Your request must state a time period, which may not be longer than six years and may not include dates before (6/1/2022). Your request should indicate in what form you want the list (for example, on paper or electronically). The first list you request within a 12-month period will be free. For additional lists, we may charge you for the costs of providing the list. We will notify you of the costs involved and you may choose to withdraw or modify your request at that time before costs are incurred.

Right to Request Restrictions – You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on medical information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

Right to Receive Confidential Communication – You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can request that we only

contact you at work or by mail. To request confidential communications, you must make your request in writing to The Centre for Rational Living Therapy, P.C. at 115 Farley Circle Suite 304 Lewisburg PA 17837. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how and where you wish to be contact.

Right to a Paper Copy of This Notice – You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. Even if you have agreed to receive this notice electronically, you are still entitled to a paper copy of this notice. To obtain a paper copy of this notice, please contact The Centre for Rational Living Therapy, P.C. at 570-880-0154. You may also obtain a copy of this notice on our web site: [The Centre for Rational Living Therapy - Social work in Lewisburg, PA \(clientsecure.me\)](http://TheCentreforRationalLivingTherapy-SocialworkinLewisburg,PA(clientsecure.me))

CHANGES TO THIS NOTICE

We reserve the right to change this notice. We reserve the right to make the revised or changed notice effective for medical information.