

FAMILY THERAPY CENTER OF VIRGINIA TECH Notice of Privacy Practices

Privacy Notice

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review this notice carefully.

The Family Therapy Center of Virginia Tech considers personal information to be confidential and protects the privacy of that information in accordance with applicable privacy laws, as well as its own privacy policies.

The Family Therapy Center of Virginia Tech is required by law to take reasonable steps to ensure the privacy of your information and to inform you about:

- The Family Therapy Center of Virginia Tech 's uses and disclosures of your health information
- Your privacy rights with respect to your health information
- The Family Therapy Center of Virginia Tech 's obligations with respect to your health information
- Your right to file a complaint with The Family Therapy Center of Virginia Tech
- The person or office to contact for further information about The Family Therapy Center of Virginia Tech's privacy practices

How The Family Therapy Center of Virginia Tech Uses and Discloses Health Information

This section of the notice describes uses and disclosures that The Family Therapy Center of Virginia Tech may make of your health information for certain purposes without first obtaining your permission, as well as instances in which we may request your written permission to use or disclose your health information. The Family Therapy Center of Virginia Tech also requires their business associates to protect the privacy of your health information through written agreements.

Uses and Disclosures Related to Payment, Health Care Operations, and Treatment

The Family Therapy Center of Virginia Tech and its business associates may use your health information without your permission to carry out payment.

Payment includes, but is not limited to, actions to make coverage determinations and payment including billing, claims management, subrogation, plan reimbursement, review for medical necessity and appropriateness of care and utilization review and pre-authorizations.

Other Uses and Disclosures That Do Not Require Your Written Authorizations

The Family Therapy Center of Virginia Tech may disclose your health information to persons and entities that provide services to The Family Therapy Center of Virginia Tech and assure The Family Therapy Center of Virginia Tech they will protect the information if it is:

- For judicial and administrative proceedings
- For law enforcement purposes
- For public health activities
- For health oversight activities

- About victims of abuse or neglect
- To avert a serious threat to health or safety

Uses and Disclosures Requiring Your Written Authorization

In all situations other than those described above, The Family Therapy Center of Virginia Tech will ask for your written authorization before using or disclosing your health information. If you have given The Family Therapy Center of Virginia Tech an authorization, you may revoke it at any time, if The Family Therapy Center has not already acted on it. If you have questions regarding authorizations, contact our office manager, Chris Sokol, at 540-231-7201.

Your Privacy Rights

This section of the notice describes your rights with respect to your health information and a brief description of how you may exercise these rights. To exercise your rights, you must contact The Family Therapy Center of Virginia Tech's Privacy Official, Office Manager, Chris Sokol, at 540-231-7201.

Restrict Uses and Disclosures

You have the right to request that The Family Therapy Center of Virginia Tech restrict uses and disclosure of your health information for activities related to payment, health care operations, and treatment. The Family Therapy Center of Virginia Tech will consider, but may not agree to, such requests.

Alternative Communication

The Family Therapy Center of Virginia Tech will accommodate reasonable requests to communicate with you at a certain location or in a certain way. For example, if you prefer the office to leave a message on your cell phone and not your home phone, we will do our best to honor that request.

Copy of Health Information

You have a right to obtain a copy of health information that is contained in your records to the extent allowed by law. We will give you a copy once we have a signed release of information from you, and after your therapist or a designated representative of the clinic reviews the records with you.

Amend Health Information

You have the right to request an amendment to health information contained in your record. The Family Therapy Center of Virginia Tech may deny your request to amend your health information if The Family Therapy Center of Virginia Tech did not create the health information, if the information is not part of The Family Therapy Center of Virginia Tech's records, if the information was not available for inspection, or the information is not accurate and complete.

List of Certain Disclosures

You have the right to receive a list of certain disclosures of your health information.

Right to a Copy of Privacy Notice

You have the right to receive a paper copy of this notice upon request. We will offer you a copy once it is signed.

Complaints

You may complain about The Family Therapy Center of Virginia Tech to the privacy official, Chris Sokol, by calling 540-231-7201. Dependent upon the nature of your complaint other offices at Virginia Tech may be notified if you believe your privacy rights have been violated. You will not be penalized for filing a complaint.

The Family Therapy Center of Virginia Tech's Responsibilities

The Family Therapy Center of Virginia Tech is required by a federal law to keep your health information private, to give you notice of The Family Therapy Center of Virginia Tech's legal duties and privacy practices, and to follow the terms of the notice currently in effect.

This Notice is Subject to Change

The terms of this notice and The Family Therapy Center of Virginia Tech's privacy policies may be changed at any time. If changes are made, the new terms and policies will then apply to all health information maintained by The Family Therapy Center of Virginia Tech. If any material changes are made, The Family Therapy Center of Virginia Tech will distribute a new notice to participants and beneficiaries.

Your Questions and Comments

If you have questions regarding this notice, please contact The Family Therapy Center of Virginia Tech at 540-231-7201.

Client Signature (Adult -18 or older)/Date

Client Printed Name

Legal Guardian Signature/Date
(For any minor client; Mark "NA" if no minors)

Legal Guardian Printed Name
(For any minor client; Mark "NA" if no minors)

Printed name of EACH minor client; Mark "NA" if no minors

FTC Staff/Therapist Signature/Date

FTC Staff/Therapist Printed Name

Updated 4/17/2020