

HIPAA Notice of Privacy Practices

Sexual Health Education, Esteem, & Relationships, LLC

Effective Date: January 13, 2017

OBLIGATIONS

Sexual Health Education, Esteem, & Relationships, LLC is required by law to maintain the privacy of protected health information, provide you this notice of our legal duties and privacy practices regarding health information about you, and follow the terms of this notice in effect.

DISCLOSURE OF YOUR HEALTH INFORMATION

Except for the purposes described below, Sexual Health Education, Esteem, & Relationships, LLC will use and disclose Health Information only with your written permission.

Even without special approval, Sexual Health Education, Esteem, & Relationships, LLC may permit researchers to look at records to help them identify patients who may be included in their research project or for other similar purposes, as long as they do not remove or take a copy of any Health Information.

SPECIAL SITUATIONS REQUIRED BY LAW

Sexual Health Education, Esteem, & Relationships, LLC will disclose Health Information when required to do so by international, federal, state or local law

To Avert a Serious Threat to Health or Safety

Sexual Health Education, Esteem, & Relationships, LLC may use and disclose Health Information when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Disclosures, however, will be made only to someone who may be able to help prevent the threat.

Business Associates

Sexual Health Education, Esteem, & Relationships, LLC may disclose Health Information to our business associates that perform functions on our behalf or provide us with services if the information is necessary for functions or services. All Sexual Health Education, Esteem, & Relationships, LLC business associates are obligated to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.

Military and Veterans

If you are a member of the armed forces, Sexual Health Education, Esteem, & Relationships, LLC may release Health Information as required by US or foreign military command authorities.

Public Health Risks

Sexual Health Education, Esteem, & Relationships, LLC may disclose Health Information for public health activities. These activities generally include: disclosures to prevent or control disease, injury or disability; report child abuse or neglect; a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; the appropriate government authority if it is believed a patient has been the victim of abuse, neglect or domestic violence. Sexual Health Education, Esteem, & Relationships, LLC will only make this disclosure if you agree or when required or authorized by law.

Health Oversight Activities

Sexual Health Education, Esteem, & Relationships, LLC may disclose Health Information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

Data Breach Notification Purposes

Sexual Health Education, Esteem, & Relationships, LLC may use or disclose your Protected Health Information to provide legally required notices of unauthorized access to or disclosure of your health information.

Lawsuits and Disputes

If you are involved in a lawsuit or a dispute, Sexual Health Education, Esteem, & Relationships, LLC may disclose Health Information in response to a court or administrative order. Sexual Health Education, Esteem, & Relationships, LLC also may disclose Health Information in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

Law Enforcement

Sexual Health Education, Esteem, & Relationships, LLC may release Health Information if asked by a law enforcement official if the information is: (1) in response to a court order, subpoena, warrant, summons or similar process; (2) limited information to identify or locate a suspect, fugitive, material witness, or missing person; (3) about the victim of a crime even if, under certain very limited circumstances, we are unable to obtain the person's agreement; (4)

about a death we believe may be the result of criminal conduct; (5) about criminal conduct on our premises; and (6) in an emergency to report a crime, the location of the crime or victims, or the identity, description or location of the person who committed the crime.

Coroners, Medical Examiners and Funeral Directors

Sexual Health Education, Esteem, & Relationships, LLC may release Health Information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. Additionally, Sexual Health Education, Esteem, & Relationships, LLC may release Health Information to funeral directors as necessary for their duties.

National Security and Intelligence Activities

Sexual Health Education, Esteem, & Relationships, LLC may release Health Information to authorized federal officials for intelligence, counter-intelligence, and other national security activities authorized by law. Protective Services for the President and Others. Sexual Health Education, Esteem, & Relationships, LLC may disclose Health Information to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or to conduct special investigations.

Individuals Involved in Your Care or Payment for Your Care

Unless you object, Sexual Health Education, Esteem, & Relationships, LLC may disclose to a member of your family, a relative, a close friend or any other person you identify, your Protected Health Information that directly relates to that person's involvement in your health care. If you are unable to agree or object to such a disclosure, Sexual Health Education, Esteem, & Relationships, LLC may disclose such information as necessary if it is determined that it is in your best interest based on the professional judgment of Sexual Health Education, Esteem, & Relationships, LLC.

WHEN YOUR WRITTEN AUTHORIZATION IS REQUIRED

- marketing purposes
- sale of your Protected Health Information

If you do provide Sexual Health Education, Esteem, & Relationships, LLC an authorization, you may revoke it at any time by submitting a written revocation to Cherlisa Jackson. Upon receipt, Sexual Health Education, Esteem, & Relationships, LLC will no longer disclose Protected Health Information under the authorization; however, disclosures made during your authorization before you revoked it will not be affected.

YOUR RIGHTS

Right to Inspect and Copy

You have a right to inspect and copy Health Information that may be used to make decisions about your care or payment for your care. This includes medical and billing records. To inspect and copy this Health Information, you must make your request, in writing, to Cherlisa Jackson. Sexual Health Education, Esteem, & Relationships, LLC has up to 30 days to make your Protected Health Information available to you and Sexual Health Education, Esteem, & Relationships, LLC may charge you a reasonable fee for the costs of copying, mailing or other supplies associated with your request.

Right to an Electronic Copy of Electronic Medical Records

If your Protected Health Information is maintained in an electronic format, you have the right to request that an electronic copy of your record be given to you or transmitted to another individual or entity. Sexual Health Education, Esteem, & Relationships, LLC will make every effort to provide access to your Protected Health Information in the form or format you request, if it is readily producible in such form or format. Sexual Health Education, Esteem, & Relationships, LLC may charge you a reasonable, cost-based fee for the labor associated with transmitting the electronic medical record.

Right to Get Notice of a Breach

You have the right to be notified upon a breach of any of your unsecured Protected Health Information. Right to Amend. If you feel that Health Information that Sexual Health Education, Esteem, & Relationships, LLC has is incorrect or incomplete, you may request to amend the information. You have the right to request an amendment for as long as the information is kept by or for our office. To request an amendment, you must make your request, in writing, to Cherlisa Jackson.

Right to an Accounting of Disclosures

You have the right to request a list of certain disclosures Sexual Health Education, Esteem, & Relationships, LLC made of Health Information for purposes other than treatment, payment and health care operations or for which you provided written authorization. To request an accounting of disclosures, you must make your request, in writing, to Cherlisa Jackson.

Right to Request Restrictions.

You have the right to request a restriction or limitation on the Health Information Sexual Health Education, Esteem, & Relationships, LLC uses or discloses for treatment, payment, or health care operations. You also have the right to request a limit on the Health Information Sexual Health Education, Esteem, & Relationships, LLC discloses to someone involved in your care or the payment for your care, like a family member or friend. To request a restriction, you must make your request, in writing, to Cherlisa Jackson.

Right to Request Confidential Communications

The default method of communication will be via e-mail provided during booking. You have the right to request that Sexual Health Education, Esteem, & Relationships, LLC communicate with you about medical matters in a certain way or at a certain location. To request confidential communications, you must make your request, in writing, to Cherlisa Jackson. Your request must specify how or where you wish to be contacted.

Right to a Paper Copy of This Notice

You have the right to a paper copy of this notice. You may request 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 Cherlisa Jackson.

CHANGES TO THIS NOTICE

Sexual Health Education, Esteem, & Relationships, LLC reserves the right to change this notice and make the new notice apply to Health Information already obtained as well as any information received in the future. Sexual Health Education, Esteem, & Relationships, LLC will keep a copy of the current notice with Cherlisa Jackson. The notice will contain the effective date on the first page, in the top right-hand corner.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint, in writing, by contacting Cherlisa Jackson. You will not be penalized for filing a complaint. You may also file with the Secretary of the Department of Health and Human Services. For more information on HIPAA privacy requirements, please visit hhs.gov or call 1-800-368-1019.

I have read, understand, and acknowledge receipt of the Sexual Health Education, Esteem, & Relationships, LLC HIPAA Notice of Privacy Practices.

E- Signature of Client or Personal Representative

Date

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Date

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