

NOTICE OF PRIVACY RIGHTS and 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.

Reinventing Relationships is committed to protecting your personal health information. Personal health information includes any information created or received by Reinventing Relationships during the course of treatment. This notice about protecting your health information is required by law. It tells you about your rights and how Reinventing Relationships uses and discloses your health information.

Your Health Information Rights

You have certain rights regarding the health information Reinventing Relationships has about you.

You have the right to:

- Request a restriction on certain uses and disclosures of your health information; however, Reinventing Relationships is not required to approve your request.
- Request that Reinventing Relationships notifies you about your health information in a way or at a location that will help you keep your health information confidential.
- Receive a list of disclosures Reinventing Relationships has made of your health information.
- In writing at any time, withdraw your permission for Reinventing Relationships to disclose your health information, except for the information that Reinventing Relationships disclosed before you stopped your permission.
- Review and obtain a copy of your own health information.
- Ask Reinventing Relationships to change your health information if you believe it is incorrect or incomplete. Reinventing Relationships may deny your request and, if so, will give you the reason(s) why the request was denied.

How Reinventing Relationships May Use or Disclose Your Health Information

The law permits Reinventing Relationships to use or disclose your health information for the following purposes:

For Treatment, Reinventing Relationships may use and disclose your health information to help you receive mental/medical health and services. For Example: Reinventing Relationships may use your mental/medical health information to review and approve hospital care, or conduct treatment coordination with funding sources.

For Payment, Reinventing Relationships may use and disclose your health information to sequester payment for services rendered. For Example: A third party may be contacted regarding the receipt of delinquent payments.

For Requirements by Law, Reinventing Relationships may use and disclose your health information when the law requires it. For Example: Reinventing Relationships may disclose information for the following purposes:

- To reply to proper requests for your health information from a court or other legal agency.
- To report information for public health, such as reporting victims of abuse, neglect or domestic violence or reporting to the Food and Drug Administration problems with products or reactions to medications.
- To report information for public safety, such as to prevent the spread of a serious threat to the health or safety of a particular person or the general public.
- To assist law enforcement officials, such as the police, in their law enforcement duties.
- To allow other government agencies to provide you with benefits and services.

Obligations of Reinventing Relationships

Reinventing Relationships is required to:

- Maintain the privacy of your protected health information.
- Provide you with this Notice of its legal duties and privacy practices with respect to your health information.
- Obtain your written authorization to use or disclose your health information for reasons other than those listed in this Notice and permitted under law.
- Abide by the terms of this Notice that are currently in effect.
- Notify you if Reinventing Relationships is unable to agree to a requested restriction on how your information is used or disclosed.
- Allow reasonable requests you may make to notify you about your health information in a way or at a location that will help you keep your health information confidential.

Reinventing Relationships reserves the right to change its information practices. The new provisions will be effective for all protected health information that Reinventing Relationships maintains. Revised notices will be made available to you by written notices and on the Reinventing Relationships website at www.ReinventingRelationships.com

Complaints

If you have a complaint about this Notice of Privacy Practices, how Reinventing Relationships handles your health information, or if you otherwise believe that your privacy rights have been violated by Reinventing Relationships, your complaint should be directed to the therapist providing services

If you are not satisfied with the manner in which Reinventing Relationships handles a complaint, you may submit a formal complaint to the U.S. Secretary of Health and Human Services in Washington, DC. There will be no retaliation by Reinventing Relationships if you file a grievance.