

SARAH MATHESON, M.A., M.A.

ARIZONA NOTICE FORM

Notice of Psychologist's Policies and Practices to Protect the Privacy of Your Health Information

THIS NOTICE DESCRIBES HOW PSYCHOLOGICAL AND MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

I. Uses and Disclosures for Treatment, Payment, and Health Care Operations

Sarah Matheson may use or disclose your protected health information (PHI), for treatment, payment, and health care operations purposes with your consent. To help clarify these terms, here are some definitions:

- “PHI” refers to information in your health record that could identify you.
- “Treatment, Payment and Health Care Operations”
 - Treatment* is when Sarah Matheson provides, coordinates or manages your health care and other services related to your health care. An example of treatment would be when Sarah Matheson consults with another health care provider, such as your family physician or another psychologist.
 - Payment* is when Sarah Matheson obtains reimbursement for your healthcare. Examples of payment are when Sarah Matheson discloses your PHI to your health insurer to obtain reimbursement for your health care or to determine eligibility or coverage
 - Health Care Operations* are activities that relate to the performance and operation of its practice. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.
- “Use” applies only to activities within Sarah Matheson’s office such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
- “Disclosure” applies to activities outside of Sarah Matheson’s practice and office such as releasing, transferring, or providing access to information about you to other parties.

II. Uses and Disclosures Requiring Authorization

Sarah Matheson may use or disclose PHI for purposes outside of treatment, payment, or health care operations when your appropriate authorization is obtained. An “authorization” is written permission above and beyond the general consent that permits only specific disclosures. In those instances when Sarah Matheson is asked for information for purposes outside of treatment, payment or health care operations, Sarah Matheson will obtain an authorization from you before releasing this information. Sarah Matheson will also need to obtain an authorization before releasing your Psychotherapy Notes. “Psychotherapy Notes” are notes a Sarah Matheson makes about your conversations during a private, group, joint, or family counseling session, which Sarah Matheson has identified as separate from the rest of your medical record. These notes are given a greater degree of protection than PHI. You may revoke all such authorizations (of PHI or Psychotherapy Notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that 1) Sarah Matheson has relied on that authorization; or 2) if the authorization was obtained as a condition of obtaining insurance coverage, the law provides the insurer the right to contest the claim under the policy.

III. Uses and Disclosures with Neither consent nor Authorization

Sarah Matheson may use or disclose PHI without your consent or authorization in the following circumstances:

- *Child Abuse*- Sarah Matheson is required to report PHI to the appropriate authorities when Sarah Matheson has reasonable grounds to believe that a minor is or has been the victim of neglect or physical and /or sexual abuse.
- *Adult and Domestic Abuse*-If Sarah Matheson has the responsibility for the care of an incapacitated or vulnerable adult, Sarah Matheson is required to disclose PHI when Sarah Matheson has a reasonable basis to believe that abuse or neglect of the adult has occurred or that exploitation of the adult's property has occurred.
- *Health Oversight Activities*-If the Arizona Board of Psychological Examiners or the Arizona Board of Behavioral Health is conducting an investigation, that Sarah Matheson is required to disclose PHI upon receipt of a subpoena from the Board.
- *Judicial and Administrative Proceedings*- If you are involved in a court proceeding and a request is made for information about the professional services Sarah Matheson has provided you and /or the records thereof, such information is privileged under state law, and Sarah Matheson will not release information without the written authorization of you or your legally appointed representative or a court order. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court ordered. You will be informed in advance if this is the case.
- *Serious threat of Health or Safety*- If you communicate to Sarah Matheson an explicit threat of imminent serious physical harm or death to a clearly identified or identifiable victim(s) and Sarah Matheson believes you have the intent and ability to carry out such a threat, Sarah Matheson has a duty to take reasonable precautions to prevent the harm from occurring, including disclosing information to the potential victim and the police and in order to initiate hospitalization procedures. If Sarah Matheson believes there is an imminent risk that you will inflict serious harm on yourself, Sarah Matheson may disclose information in order to protect you.
- *Worker's Compensation*- Sarah Matheson may disclose PHI as authorized by and to the extent necessary to comply with laws relating to worker's compensation or other similar programs, established by law, that provide benefits for work-related injuries or illness without regard to fault.

IV. Patient's Rights and Psychologist's Duties

Patient's Rights:

- *Right to Request Restrictions*- You have the right to request restrictions on certain uses and disclosures of protected health information. However, Sarah Matheson is not required to agree to a restriction you request.
- *Right to Receive Confidential Communications by Alternative Means and at Alternative Locations*- You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations.
- *Right to Inspect and Copy*- You have the right to inspect and/or obtain a copy of PHI in Sarah Matheson's mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. Sarah Matheson may deny your access to PHI under certain circumstances, but in some cases you may have this decision reviewed. On your request, Sarah Matheson will discuss with you the details of the request and denial process.

- *Right to Amend-* You have the right to request and amendment of PHI for as long as the PHI is maintained in the record. Sarah Matheson may deny your request. On your request, Sarah Matheson will discuss with you the details of the amendment process.
- *Right to a Paper Copy-* You have the right to obtain a paper copy of the notice from Sarah Matheson upon request, even if you have agreed to receive the notice electronically.

Sarah Matheson is required by law to maintain the privacy of PHI and to provide you with a notice of our legal duties and privacy practices with respect to PHI. Sarah Matheson reserves the right to change the privacy policies and practices described in this notice. Unless Sarah Matheson notifies you of such changes, however, Sarah Matheson is required to abide by the terms currently in effect. If Sarah Matheson revised our policies and procedures, Sarah Matheson will provide you a written notice of such changes during your next visit. You will be notified by mail if you do not have a future scheduled appointment and information is to be released.

V. **Questions and Complaints**

If you have questions about this notice, disagree with a decision made about your records, or you have other concerns about your privacy rights, please contact Sarah Matheson at 602-952-0680. If you believe that your privacy rights have been violated and wish to file a written complaint, please send your complaint to 4840 East Indian School Road, Suite 101, Phoenix, Az., 85018. You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services.

You have specific rights under the Privacy Rule. Sarah Matheson will not retaliate against you for exercising your right to file a complaint.

Signature: _____ Date: _____