

NOTICE OF PRIVACY PRACTICES

I. MY PLEDGE REGARDING HEALTH INFORMATION:

Blue Lotus Therapy recognizes the importance of protecting your private health information (PHI). Blue Lotus Therapy is committed to protecting this.

II. HOW I MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU:

This Notice of Privacy Practices describes how Blue Lotus Therapy may use and disclose your protected health information (PHI) to carry out treatment, payment, or health care operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information.

“Protected health information” is information about you, including demographic information, that may identify you and that relates to your past, present, or future physical or mental health or condition and related health care services.

Uses and Disclosures of Protected Health Information

Your PHI may be used and disclosed by your provider and others outside of our office that are involved in your care and treatment for the purpose of providing mental health services to you, to pay your mental health care bills, to support the operation of the therapist’s practice, and any other use required by law.

Treatment:

We will use and disclose your PHI to provide, coordinate, or manage your mental health care and any related services. This includes the coordination or management of your health care with a third party. For example, we would disclose your PHI, as necessary, to a third-party provider to whom you have been referred to ensure that the provider has the necessary information to diagnose or treat you.

Payment:

Your PHI will be used, as needed, to obtain payment for your mental health care services. For example, obtaining approval for counseling services may require that your relevant PHI be disclosed to the health plan to obtain approval for said treatment.

Healthcare Operations:

Blue Lotus Therapy may use or disclose, as needed, your PHI to support business activities. These activities may include, but are not limited to, quality assurance activities, licensing, and conducting or arranging for other business activities as needed. For example, we may disclose your PHI, as necessary, to contact you to remind you of your appointment.

Blue Lotus Therapy may use or disclose your PHI in the following situations without your authorization: These situations include: as Required By Law, Public Health issues (as required by law), abuse or neglect, legal proceedings, law enforcement, and danger to self or others. Under the law, Blue Lotus Therapy must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of Section 164.500.

Other Permitted and Required Uses and Disclosures:

Other permitted uses and disclosures will be made only with your consent, authorization, or opportunity to object unless required by law.

You may revoke this authorization at any time, in writing, except to the extent that your provider or the providers practice has taken an action in reliance on the use or disclose indicated in the authorization.

Lawsuits and Disputes

If you are involved in a lawsuit, Blue Lotus Therapy may disclose health information in response to court or administrative orders. Blue Lotus Therapy may also disclose health information about your child in response to subpoenas, discovery requests, or other lawful processes by another party 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.

III. YOU HAVE THE FOLLOWING RIGHTS WITH RESPECT TO YOUR PHI:

1. The Right to Request Limits on Uses and Disclosures of Your PHI. You have the right to request to use or not use or disclose certain PHI for treatment, payment, or health care operations purposes. Blue Lotus Therapy is not required to comply with your request. Your safety and integrity of your treatment is always taken into consideration. Blue Lotus Therapy may deny your request if it is believed limiting disclosures of PHI will harm you, as the patient, in any way.
2. The Right to Request Restrictions for Out-of-Pocket Expenses Paid for In Full. You have the right to request restrictions on disclosures of your PHI to health plans for payment or health care operations purposes if the PHI pertains solely to a health care item or a health care service that has been paid in full out-of-pocket.
3. The Right to Choose How Blue Lotus Therapy Sends PHI to You. You have the right to request Blue Lotus Therapy contact you in the manner you want (for example, home or office phone) or to send mail to a different address. Blue Lotus Therapy will agree to all reasonable requests.
4. The Right to Receive Copies of Your PHI. Outside of "psychotherapy notes," you have the right to get an electronic or paper copy of your medical record and other information held by Blue Lotus Therapy. Blue Lotus Therapy will provide a copy of your records within 30 days of receiving a written request.
5. The Right to Get a List of the Disclosures Made. You have the right to request a list of instances in which Blue Lotus Therapy have disclosed your PHI for purposes other than treatment, payment, or health care operations, or for which you provided me with an authorization. I will respond to your request for an accounting of disclosures within 60 days of receiving a written request. The list provided will include disclosures made within the specified time frame. Blue Lotus Therapy will provide this list to you at no charge.
6. The Right to Correct or Update Your PHI. If you believe that there has been a mistake in your PHI or important information is missing, you have the right to request corrections to the existing information or add

missing information. Blue Lotus Therapy may deny your request, however if this occurs, you will receive a written explanation within 60 days of receiving your request.

7. The Right to Get a Paper or Electronic Copy of this Notice. You reserve the right to request and receive a paper and/or electronic copy of this notice.