



Notice of Privacy Practices

Your health information is contained in a medical record that is the physical property of Silver Linings Counseling, PLLC. This notice describes how health information about you may be used and disclosed, and how you can obtain access to this information. Please carefully review this revised document.

We May Use or Disclose Your Health Information for:

Treatment. We may use your health information to provide you with mental health treatment or services. For example, information obtained by a mental health provider, such as a psychologist, social worker, or other person providing mental health services to you, will record information in your record that is related to your treatment. This information is necessary for mental health providers to determine what treatment you should receive. Mental health providers also record actions taken by them in the course of your treatment and note how you respond to the actions.

Payment. We may use and disclose your health information to others for purposes of receiving payment for treatment and services that you receive. For example, a bill may be sent to you of a third-party payer, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment or supplies used in the course of treatment or service.

Health Care Operations. We may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the clinical staff, risk or quality improvement personnel, and other to evaluate the performance of staff; assess the quality of care and outcomes in your case and similar cases; learn how to improve our facilities and services; determine how to continually improve quality and effectiveness of the mental health care we provide.

Appointments. We may use your information to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Required by Law. We may use and disclose information about you as required by law. For example, we may disclose information for the purposes of judicial and administrative proceedings pursuant to legal authority; to report information related to victim of abuse, neglect or domestic violence; or to assist law enforcement officials in their law enforcement duties.

Public Health. Your health information may be used or disclosed for public health authorities or other legal authorities to prevent or control disease, injury, or disability or for other health oversight activities.

Decedents. Health information may be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.

Research. We may use your de-identified mental health information for research projects. Consistent with HIPAA, “de-identified means the information neither identifies you nor provides a reasonable basis to identify you as an individual. De-identified data carries a very low risk that it could be linked back to the individual. To the extent that information is needed, an institutional review board or privacy board will review the research proposal and established protocols to ensure compliance with HIPAA privacy standards regarding the de-identification of your health information.

Government Functions. Your health information may be disclosed for specialized government functions such as protection of public officials or reporting to various branches of the armed forces.

Workers’ Compensation. Your health information may be used or disclosed in order to comply with laws and regulations related to Workers’ Compensation.

Health and Safety. Your health information may be disclosed to avert a serious threat to the health and safety of you or any other person pursuant to applicable law.

Other Uses. Other uses and disclosures will be made only with your written authorization and you may revoke the authorization except to the extent we have relied on it.

You have the right to:

- request restriction on certain uses and disclosures of your information as provided; however, we are not required to agree to a requested restriction;
- to obtain a paper copy of this notice of Privacy Practices upon request;
- inspect, and obtain a copy of your health record as provided by law and any agreements you may have with Silver Linings Counseling, PLLC;
- request communications of your health information by alternative means or at alternative locations;
- revoke your authorization to use or disclose health information except to the extent we have already taken action based upon your authorization; and
- receive an accounting of disclosures made of your health information.

If you have questions or complaints, please contact your clinician or Dustin Shepler, PhD, LP, at Silver Linings Counseling, PLLC. You may also complain to the Dept. of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint. We reserve the right to change our privacy practices and to make the new provisions effective for all protected health information we maintain. Revised notices will be made available via our website and at our offices, and, upon request via email or mail.

(Orig. 3/18/2016, Rev. 1/26/2020)