

## NOTICE OF SAMARACARE'S PRIVACY PRACTICES SUMMARY

This notice describes how counseling and medical information (Protected Health Information-PHI) about you may be used and disclosed and how you can get access to this information.

**Please review it carefully.**

### Our Commitment to Your Privacy

SamaraCare is dedicated to maintaining the privacy of your personal health information. We are required by law to do this. This letter is a summary of the full notice of privacy practices that you can request from your counselor.

We will use the information about your health which we get from you and others mainly to provide you with treatment, to arrange payment for our services or for other business activities which are called health care operations under the law. This also includes occasional consultations with other counselors on our staff to ensure the effectiveness and efficiency of our treatment. After you have read this notice, we will ask you to sign a Consent Form to let us use and share your information. If you do not sign this consent, we cannot treat you. If we or you want us to use or disclose your information for any other purposes, we will discuss this with you and ask you to sign an Authorization to allow this.

We will keep your health information private, but there are situations where the law requires us to share your health care information without requiring your consent, including:

1. When your counselor has reasonable cause to believe child or elder abuse is occurring or you are a threat to the safety of yourself or others
2. Some lawsuits or legal or court proceedings
3. For worker's compensation and similar benefit programs

### Your Rights Regarding Your Health Information

You have the following rights regarding your health information, including the right to:

1. Receive your health information by alternative means or location
2. Restrict what we say to certain individuals
3. Inspect or copy your records
4. Amend your record if you feel information is incorrect or incomplete
5. An accounting of disclosures of your record made to others
6. Receive a complete copy of the Notice of Privacy Policies

If you have any questions about these policies or have a complaint about how your privacy has been handled, contact our HIPAA Compliance Officer, Tracy Takeda, MA LCPC at 630-357-2456x104.