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TEXAS HIPAA 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 THIS DOCUMENT CAREFULLY. THIS INFORMATION IS BEING PROVIDED TO YOU AS REQUIRED BY LAW.

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

Claudia Carroll, Ph.D., DBA The Healing Space, 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 Claudia Carroll, Ph.D., DBA The Healing Space, provides, coordinates or manages your health care and other services related to your healthcare. An example of treatment would be when Claudia Carroll, Ph.D., DBA The Healing Space, consults with another health care provider, such as your family physician or another psychologist
 - Payment is when Claudia Carroll, Ph.D., DBA The Healing Space, obtains reimbursement for your health care. Examples are when Claudia Carroll, Ph.D., DBA The Healing Space, discloses your PHI to your health insurer to obtain reimbursement for your health care or determine eligibility or coverage.
 - Health Care Operations are activities that relate to the performance and operation of Claudia Carroll, Ph.D., DBA The Healing Space,. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative service, and case management and case coordination.
- "Use" applies only to activities within Claudia Carroll, Ph.D., DBA The Healing Space, such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
- "Disclosure" applies to activities outside of Claudia Carroll, Ph.D., DBA The Healing Space,, such as releasing, transferring, or providing access to information about you to other parties.

II. Uses and Disclosures Requiring Authorization

Claudia Carroll, Ph.D., DBA The Healing Space, may use or disclose PHI for purposes outside of treatment, payment, and health care operations when appropriate authorization is obtained. An "authorization" is written permission above and beyond the general consent that permits only specific disclosures. In those instances when Claudia Carroll, Ph.D., DBA The Healing Space, is asked for information for purposes outside of treatment, payment, and health care operations, Claudia Carroll, Ph.D., DBA The Healing Space, will obtain an authorization from you before releasing this information. Claudia Carroll, Ph.D., DBA The Healing Space, will also need to obtain

an authorization before releasing your psychotherapy notes. "Psychotherapy notes" are notes Claudia Carroll, Ph.D., DBA The Healing Space, has made about our conversation during a private, group, joint, or family counseling session, which Claudia Carroll, Ph.D., DBA The Healing Space, has kept separate from the rest of your medical record. These notes are given a greater degree of protection than PHI.

You may revoke all such authorization (of PHI or psychotherapy notes) at any time, provided each revocation is in writing. You may not revoke authorization to the extent that (1) Claudia Carroll, Ph.D., DBA The Healing Space, has relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage, and the law provides the insurer the right to contest the claim under the policy.

III. Uses and Disclosures with Neither Consent nor Authorization

Claudia Carroll, Ph.D., DBA The Healing Space, may use or disclose PHI without your consent or authorization in the following circumstances:

Child Abuse: If, in my professional capacity, Claudia Carroll, Ph.D., DBA The Healing Space, knows or suspects that a child under 18 years of age or a mentally retarded, developmentally disabled, or physically impaired child under 21 years of age has suffered or faces a threat of suffering any physical or mental wound, injury, disability or condition of a nature that reasonably indicates abuse or neglect, I am required by law to immediately report that knowledge or suspicion to the Texas Department of Family and Protective Services, or as otherwise specified in law.

Abuse and Domestic Abuse: If Claudia Carroll, Ph.D., DBA The Healing Space, has reasonable cause to believe that an adult is being abused, neglected or exploited, or is in a condition which is the result of abuse, neglect, or exploitation,, I am required by law to immediately report such belief to the Texas Department of Family and Protective Services, or as otherwise specified by law.

Judicial or Administrative Proceedings: If you are involved in a court proceeding and a request is made for information about your evaluation, diagnosis and treatment and the records thereof, such information is privileged under state law and Claudia Carroll, Ph.D., DBA The Healing Space, will not release this information without written authorization from you or your persona or 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 to Health or Safety: If Claudia Carroll, Ph.D., DBA The Healing Space, believes that you pose a clear and substantial risk of imminent serious harm to yourself or another person, Claudia Carroll, Ph.D., DBA The Healing Space, may disclose your relevant confidential information to public authorities, the potential victim, other professionals, and/or your family in order to protect against such harm.

Health Oversight: If a complaint is filed against Claudia Carroll, Ph.D., DBA The Healing Space, with the Texas State Board of Examiners of Psychologists, the Board has the authority to subpoena confidential mental health information from Claudia Carroll, Ph.D., DBA The Healing Space, relevant to that complaint. If required, Claudia Carroll, Ph.D., DBA The Healing Space, may disclose phi to a health oversight agency for activities authorized by law such as audits, investigations and inspections.

Worker's Compensation: If you file a worker's compensation claim, Claudia Carroll, Ph.D., DBA The Healing Space, may disclose records relating to your diagnosis and treatment to your employer's insurance carrier or other relevant parties or officials.

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 about you. However, Claudia Carroll, Ph.D., DBA The Healing Space, 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. For example, you may not want a family member to know that you are seeing me. Upon your request, Claudia Carroll, Ph.D., DBA The Healing Space, will send your bills to another address. Reasonable requests will be accommodated.

Right to Access to Inspect and Copy – You have the right to inspect or obtain a copy of PHI in my mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. Claudia Carroll, Ph.D., DBA The Healing Space, may deny your access to PHI under certain circumstances, but in some cases, you may have this decision reviewed. The primary reason for denial of request to inspect or copy may be concern that information included in PHI may cause serious harm to you. You may also request that a copy of your PHI be released to another treatment provider. On your request, Claudia Carroll, Ph.D., DBA The Healing Space, will discuss with you the details of the request process.

Right to Amend – You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. Claudia Carroll, Ph.D., DBA The Healing Space, may deny your request. If your request is denied, you have the right to file a letter of disagreement with Claudia Carroll, Ph.D., DBA The Healing Space. Upon receipt of such a letter, I may prepare a rebuttal to your statement and provide you with a written copy. On your request, Claudia Carroll, Ph.D., DBA The Healing Space, will discuss with you the details of the amendment process.

Right to an Accounting – You generally have the right to receive an accounting of disclosures of PHI, including that for which you have neither provided consent nor authorization (as described in Section III of this Notice). On your request, Claudia Carroll, Ph.D., DBA The Healing Space, will discuss with you the details of the accounting process.

Breach Notification – If there is a breach of unsecured PHI concerning you, we may be required to notify you of this breach, including an accounting of what occurred and ways that you may protect yourself and your personal information.

Right to a Paper Copy – You have the right to obtain a paper copy of this notice from Claudia Carroll, Ph.D., DBA The Healing Space, upon request, even if you have agreed to receive the notice electronically.

Psychologist's Duties

Claudia Carroll, Ph.D., DBA The Healing Space, is required by law to maintain the privacy of PHI and to provide you with a notice of its legal duties and privacy practices with respect to PHI. Claudia Carroll, Ph.D., DBA The Healing Space, reserves the right to change the privacy policies and practices described in this notice. Unless Claudia Carroll, Ph.D., DBA The Healing Space, notifies you of such changes, however, Claudia Carroll, Ph.D., DBA The Healing Space, is required to abide by the terms currently in effect. If Claudia Carroll, Ph.D., DBA The Healing Space, revises its policies and procedures, Claudia Carroll, Ph.D., DBA The Healing Space, will notify you in writing by mail if you are an active patient. An active patient is someone that is currently being seen, or has been seen for services within three months preceding the revision of the policies and procedures. Any new Notice of Privacy Practices will be effective for all PHI that is currently maintained at the time of the Notice.

V. Complaints

If you are concerned that Claudia Carroll, Ph.D., DBA The Healing Space, has violated your privacy rights, or you disagree with a decision that Claudia Carroll, Ph.D., DBA The Healing Space, made about access to your records, you may contact Claudia Carroll, Ph.D. at the following address:

**Claudia Carroll, Ph.D., LCP
The Healing Space
8700 Manchaca Rd., Suite 806
Austin, TX 78748**

You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services at 200 Independence Avenue, S.W., Washington, DC. 20201 or by calling (202) 619-257. It is your right to file a complaint if needed and there will be no retaliation for such a filing.

VI. Effective Date, Restrictions and Changes to Privacy Policy

This effective date of this Notice is September 2013.

Claudia Carroll, Ph.D., DBA The Healing Space, reserves the right to change the terms of this notice and to make the new notice provisions effective for all PHI that it maintains. Claudia Carroll, Ph.D., DBA The Healing Space, will provide you with a revised notice by mail if you are an active patient.
