

AURORA COUNSELING

NOTICE OF PRIVACY PRACTICES - DRAFT FOR PRACTICE REVIEW

Legal practice name: Renee Brown, LLC, doing business as Aurora Counseling

Effective date: [INSERT DATE]

Privacy contact: Renee Brown, LMSW Phone: 208-207-6771

Email: reneebrownllc@gmail.com Mailing address: 4477 W Emerald St Suite B150, Boise, ID 83706

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

This notice explains how Aurora Counseling may use and disclose your protected health information (PHI), your rights, and our responsibilities. Additional federal or Idaho confidentiality protections may apply to certain records.

Your privacy rights

Access your records. Request an electronic or paper copy of health information we maintain about you. We generally respond within 30 days and may charge a reasonable, cost-based fee as permitted by law. Certain separately maintained psychotherapy notes and other information may be excluded under applicable law.

Request corrections. Ask us to amend information you believe is incorrect or incomplete. We may deny the request with a written explanation, generally within 60 days.

Request confidential communications. Ask us to contact you by a particular method or at another address. We will accommodate reasonable requests.

Request restrictions. Ask us to limit uses or disclosures for treatment, payment, or operations. We are not always required to agree. If you pay in full out of pocket, you may request that information about that service not be shared with your health plan for payment or operations, unless disclosure is required by law.

Request an accounting. Ask for an accounting of certain disclosures made in the previous six years. Some disclosures are excluded by law. One accounting in a 12-month period is free.

Get this notice and appoint a representative. Request a paper copy at any time. A verified legal personal representative may exercise applicable rights on your behalf.

Complain without retaliation. Contact the privacy contact above or file with the U.S. Department of Health and Human Services, Office for Civil Rights, at <https://www.hhs.gov/hipaa/filing-a-complaint/>. We will not retaliate against you.

How we may use and disclose information

Treatment: We may use and share relevant information with professionals involved in your care, subject to applicable confidentiality laws. Example: coordinating treatment with another clinician.

Payment: We may use and disclose information to bill insurers or process payment. Example: submitting a claim for a counseling session.

Health care operations: We may use information to operate and improve the practice, including quality assurance and administrative functions. Example: reviewing documentation for quality of care.

Other legally permitted or required disclosures: Under applicable conditions, disclosures may involve public health, suspected abuse or neglect, preventing a serious threat to health or safety, health oversight, research, workers compensation, law enforcement, court proceedings, or compliance with law. We evaluate requests under federal and Idaho law and disclose only as authorized or required.

Your choices and special protections

Family, friends, and others involved in care: Where legally permitted, you may tell us whether to share information with people involved in your care or payment. In limited circumstances, we may use professional judgment if you cannot state a preference.

Written authorization: We generally require your written authorization for marketing uses, sale of PHI, and most uses or disclosures of separately maintained psychotherapy notes. You may revoke authorization in writing prospectively, subject to legal exceptions.

Substance use disorder records: Records protected by 42 CFR Part 2 have additional safeguards. If we maintain such records, their use and disclosure are governed by applicable Part 2 consent and other requirements. Part 2 records generally cannot be used or disclosed in civil, criminal, administrative, or legislative proceedings against you without your consent or the required court order and legal process. Part 2-specific notice or consent requirements may apply to this practice.

Additional state protections: Idaho law and other applicable laws may provide stronger confidentiality protections for mental health, minor, or other sensitive records. Where a more protective law applies, we follow that law.

Our responsibilities

We are required by law to protect the privacy and security of your PHI, follow the privacy practices described in the current notice, and provide you with this notice.

We will notify you following a breach of unsecured PHI when notification is required by law.

We may revise this notice and make the revised terms effective for information we maintain. The updated notice will be available on our website and upon request.

Questions, requests, or complaints

Contact: Renee Brown, LMSW / Privacy Contact, 208-207-6771, reneebrownllc@gmail.com, 4477 W Emerald St Suite B150, Boise, ID 83706. You may also contact the HHS Office for Civil Rights: <https://www.hhs.gov/hipaa/filing-a-complaint/>.

IMPORTANT BEFORE PUBLICATION: Complete all bracketed fields; confirm the practice legal name, service model, Idaho-specific requirements, Part 2 applicability, and actual privacy practices. Have the final notice reviewed for compliance. This draft is not a substitute for individualized legal review.