

Consiliom, Inc.

Michael C. Graham, MC, PLLC

Sandy Graham, MS, PLLC

NOTICE OF PRIVACY PRACTICES

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

Effective date: September 1, 2015

Michael C. Graham, MC, PLLC and Sandy Graham, MS, PLLC (hereinafter referred to as “counselors” or “counselor”) have been and will always be committed to maintaining clients confidentiality. We will only release healthcare information about you in accordance with federal and state laws and the ethics of the counseling profession. Generally this means we will only release information about you with your written permission. In the case of couples and family counseling we will only release information when we have signed, written permission **from all those involved in the counseling sessions.**

There are situations in which disclosure of your healthcare information without your written permission is allowed. These are usually uses and disclosures of your health information for the purposes of providing services. Providing treatment services, collecting payment and conducting healthcare operations are necessary activities for quality care. State and federal laws allow me to use and disclose your health information for these purposes.

1. **Treatment.** The counselors may need to use or disclose health information about you to provide, manage or coordinate your care or related services, which could include professional consultation with other therapists and potential referral sources.

2. **Payment.** Information needed to verify insurance coverage and/or benefits with your insurance carrier, to process your claims as well as information needed for billing and collection purposes. We may bill the person in your family who pays for your counseling.

3. **Healthcare operations.** Your counselor may need to use information about you to review treatment procedures and business activity. Information may be also disclosed in support of certification, staff training as well as compliance and licensing activities.

4. **Mandated reports and other uses or disclosures of your information which does not require your consent.** There are some mandated instances where the counselor may be required to use and disclose information without your consent. For example, but not limited to: Information you and/or your child or children report about physical or sexual abuse (by Arizona State Law, we are obligated to report this to appropriate authorities). If you provide information that informs the counselor that you are in danger of harming yourself or others the counselor may also be required to warn others, notify law enforcement or take additional actions. Additional types of information which does not require your consent includes: Information to remind you of/or to reschedule appointments or treatment alternatives: Information shared with law enforcement if a crime is committed on our premises or against the counselors or our colleagues or our staff or as required by law such as a subpoena or court order.

Anytime the counselors feel the need to report anything under state or federal regulations, we will always attempt to inform you first if prudent and possible.

For procedures regarding your access to records, please refer to the handout “Records Protocol and Office Policies”.