

NOTICE OF PRIVACY PRACTICES

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

What is this Notice and Why is it Important?

As of April of 2003, a federal law (“HIPAA”) went into effect. This law requires that health care practitioners create a notice of privacy practices for you to read. This notice tells you how Abby Road Psychiatric Services LLC and its providers will protect your medical information, how they may use or disclose this information, and describes your rights regarding your Protected Health Information (PHI). If you have any questions about this notice, please contact us directly at (908) 433-7263.

Understanding Your Health Information

During each appointment, clinical information is recorded and stored in your chart. Typically, this record includes a description of your symptoms, your recent stressors, your medical problems, a mental status exam, any relevant lab test results, diagnoses, treatment, and a plan for future care. This information, often referred to as your PHI, serves as a:

- Basis for planning your care and treatment
- Means of communication among the health professionals who contribute to your care
- Legal document of the care you receive
- Means by which you or a third-party payer (e.g. health insurance company) can verify that services you received were appropriately billed
- A tool with which can be assessed to improve the care that is provided for you.

I. Responsibility of Abby Road Psychiatric Services LLC and its providers

The confidentiality of your personal health information is very important. Your health information includes records that are created and obtained when care is provided, such as a record of your symptoms, examination and test results, diagnoses, treatments and referrals for further care. It also includes bills, insurance claims, or other payment information that is maintained related to your care.

This Notice describes how your health information and your rights are handled regarding this information.

Abby Road Psychiatric Services LLC and its providers are required to:

- Maintain the privacy of your health information as required by law;
- Provide you with this Notice of their duties and privacy practices regarding the health information about you that is collected and maintained;
- Follow the terms of this Notice currently in effect.

II. Uses and Disclosures of Information

Under federal law, it is permissible to use and disclose personal health information without authorization for treatment, payment, and health care operations.

III. Other Uses and Disclosures

In addition to uses and disclosures related to treatment, payment, and health care operations, your personal information may also be used and disclosed without authorization for the following additional purposes:

Serious Threat to Health or Safety:

Your health information may be disclosed to protect you or others from a serious threat of harm by you.

Abuse, Neglect, or Domestic Violence:

As required or permitted by law, your health information may be disclosed to a state or federal agency to report suspected abuse, neglect, or domestic violence. If such a report is optional, professional judgment will be used in deciding whether to make such a report. If feasible, you will be promptly informed that such a disclosure has been made.

Business Associates:

Your health information may be shared with business associates who are performing services on behalf of Abby Road Psychiatric Services LLS and its providers. For example, a company that is contracted to service and maintain computer systems or to do billing. Our business associates are obligated to safeguard your health information. We will share with our business associates only the minimum amount of personal health information necessary for them to assist.

Food and Drug Administration (FDA):

Health information may be disclosed about you to the FDA, or to an entity regulated by the FDA, in order, for example, to report an adverse event or a defect related to a drug or medical device.

Health Care Oversight:

Abby Road Psychiatric Services LLC and its providers may disclose health information about you for oversight activities authorized by law or to an authorized health oversight agency to facilitate auditing, inspection, or investigation related to provision of health care, or to the health care system.

Judicial or Administrative Proceedings:

In cases where you are involved in a court proceeding and a request is made for your personal health information, this information is privileged under state law and will not be released without your consent or a court order.

Law Enforcement:

Abby Road Psychiatric Services LLC and its providers may disclose your health information for law enforcement purposes as required by law or in response to a valid subpoena, or court or administrative order.

This includes any information requested by the Department of Youth and Family Services (DYFS) related to cases of neglect or abuse of children, as mentioned above.

Notification:

Abby Road Psychiatric Services LLC and its providers may notify a family member, your personal representative, or other person responsible for your care, of your location, general condition, or death.

If you are available, you will be provided an opportunity to object before disclosing any such information. If you are unavailable because, for example, you are incapacitated or because of some other emergency circumstance, professional judgment will be used to determine what is in your best interest regarding any such disclosure.

Personal Representative:

If you are an adult or emancipated minor, Abby Road Psychiatric Services LLC and its providers may disclose health information about you to a personal representative authorized to act on your behalf in making decisions about your health care.

Public Health Activities:

As required or permitted by law, Abby Road Psychiatric Services LLC and its providers may disclose health information about you to a public health authority, for example, to report disease, injury, or vital events such as death.

Required By Law:

Abby Road Psychiatric Services LLC and its providers may disclose health information about you as required by federal, state, or other applicable law.

Worker's Compensation:

Abby Road Psychiatric Services LLC and its providers may disclose your health information to comply with laws relating to worker's compensation or other similar programs.

Any Other Use or Disclosure -- Authorization Required:

Before using or disclosing your personal health information for any other purpose not identified above, your written authorization will be obtained. Unless action has already been taken in reliance on the authorization, you have a right to revoke such authorization by submitting your request in writing.

IV. Psychotherapy Notes

During your care, separate notes, may be kept during your therapy sessions about your conversations. These notes, known as psychotherapy notes, are kept apart from the rest of your medical record and their confidentiality is subject to greater protection. They do not include basic medical information about your diagnosis or treatment.

Psychotherapy notes may be disclosed by a therapist only after you have given written authorization to do so. (Limited exceptions exist, e.g. to prevent harm to yourself or others, and to report child abuse/neglect). You

cannot be required to authorize the release of your psychotherapy notes in order to obtain health-insurance benefits for your treatment or enroll in a health plan. Psychotherapy notes are not among the records that you may request to review or copy.

V. Your Health Information Rights

Under the law, you have certain rights regarding the health information that is collected and maintained about you. This includes the right to:

- Request to restrict certain uses and disclosures of your health information; Abby Road Psychiatric Services LLC and its providers are not, however, required to agree to a requested restriction.
- Request to communicate with you by alternative means, such as making records available for pick-up, or mailing them to you at an alternative address, such as a P.O. Box. Abby Road Psychiatric Services LLC and its providers will accommodate reasonable requests for such confidential communications.
- Request to review, or to receive a copy of, a summary of the health information about you that is maintained in files. If your request is unable to be satisfied, you will be told in writing the reason for the denial and your right, if any, to request a review of the decision.
- Request the health information about you that is maintained in be amended. Your request must explain why you believe the records about you are incorrect, or otherwise require amendment. If your request is unable to be satisfied, you will be told in writing the reason for the denial and your right, if any, to request a review of the decision.
- Request a list of disclosures of your PHI that are available for reasons other than treatment, payment or healthcare operations.
- Request a paper copy of this Notice.

To exercise any of your rights described above, you must submit your request in writing.

VI. To Request Information or File a Complaint

If you have questions, would like additional information, or want to request an updated copy of this notice, you may contact Abby Road Psychiatric Services LLC at any time via phone or email. If you feel your privacy rights have been violated in any way, please report to us immediately and appropriate action will be taken.

You may also send a written complaint to:

Department of Health & Human Services, Office of Civil Rights,
Hubert H. Humphrey Building 200 Independence Avenue
S.W. Room 509 HHH Building
Washington, D.C. 20201

VII. Revisions to this Notice

Abby Road Psychiatric Services LLC
abbyroadpsych@gmail.com
(908) 433-7263
Abbyroadpsych.com



Abby Road Psychiatric Services LLC reserves the right to amend the terms of this Notice. If this Notice is revised, the amended terms shall apply to all health information that is maintained, including information about you collected or obtained before the effective date of the revised Notice. If the revisions reflect a material change to the use and disclosure of your information, your rights regarding such information, legal duties, or other privacy practices described in the Notice, the revised notice will be promptly distributed.

VIII. Effective Date: August 1, 2018