

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 IT CAREFULLY.

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

Weber Psychological may use or disclose your protected health information (PHI), for treatment, payment, and health care operation purposes with your written authorization. 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 we provide, coordinate, or manage your health care and other services related to your health care. An example of treatment would be when we consult with another health care provider, such as your family physician or another psychologist.
 - “Payment” is when we obtain reimbursement for your healthcare. An example of payment would be when we disclose your PHI to your health insurer to obtain reimbursement for your health care or to determine eligibility or coverage.
 - “Health Care Operations” are activities that relate to the performance and operation of the practice. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.
 - “Use” applies only to activities within the practice such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
 - “Disclosure” applies to activities outside of the practice, such as releasing, transferring, or providing access to information about you to other parties.
 - “Authorization” is your written permission to disclose confidential mental health information. All authorizations to disclose must be on a specific legally required form.
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II. Other Uses and Disclosures Requiring Authorization

Weber Psychological may use or disclose PHI for purposes outside of treatment, payment, or health care operations when your appropriate authorization is obtained. In those instances, when asked for information for purposes outside of treatment, payment, or health care operations, Weber Psychological will obtain an authorization from you before releasing this information. Weber Psychological will also need to obtain an authorization before releasing your Psychotherapy Notes. “Psychotherapy Notes” are notes that may have been made about a conversation during a private, group, joint, or family counseling session, which are 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 authorizations (PHI or Psychotherapy Notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) Weber Psychological has relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage as law provides the insurer the right to contest the claim under the policy.

III. Uses and Disclosures without Authorization

Weber Psychological may use or disclose PHI without your consent or authorization in the following circumstances:

- Child Abuse – If Weber Psychological knows or has reasonable cause to suspect that a child has been abused or neglected, We must report the matter to the Pennsylvania Department of Public Welfare.

- Adult and Domestic Abuse – If Weber Psychological suspects that an adult has been abused, neglected, or exploited and has reasonable cause to suspect that the adult is incapacitated or dependent, we must report the matter to the appropriate authorities as required by law.
- Judicial and Administrative Proceedings – If you are involved in a court proceeding and a request is made for information about your diagnosis and treatment or the records thereof, such information is privileged under state law, and Weber Psychological will not release information without the written authorization of you or your 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, in our staff's reasonable and professional judgment, it is believed that you pose a direct threat of imminent harm to the health or safety of any individual, including yourself, we may disclose PHI to the appropriate persons.
- Worker's Compensation – Weber Psychological may disclose PHI as authorized by and to the extent necessary to comply with laws relating to worker's compensation or other similar programs, established by law, that provide benefits for work-related injuries or illness without regard to fault.

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 PHI. However, Weber Psychological 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 a psychologist. At your request, Weber Psychological can send a bill to an alternate address).
- Right to Inspect and Copy – You have the right to inspect or obtain a copy (or both) of PHI in our mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. Weber Psychological may deny your access to PHI under certain circumstances, but in some cases you may have this decision reviewed. We must permit you to request access to inspect or to obtain a copy (or both) of Psychotherapy Notes, unless it is believed that such access would be detrimental to your health. If you are denied access to Psychotherapy Notes, it is possible upon presentation of a written authorization signed by you that such notes or a "narrative" of the notes may be made available to your "authorized representative." On your request, the details of the request and denial process will be discussed with you.
- Right to Amend – You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. Your request may be denied. On your request, the details of the amendment process will be discussed with you.
- Right to an Accounting – You generally have the right to receive an accounting of disclosures of PHI. On your request, the details of the accounting process will be discussed with you..
- Right to a Paper Copy – You have the right to obtain a paper copy of this notice upon request, even if you have agreed to receive the notice electronically.

Psychologist's Duties:

- Weber Psychological is required by law to maintain the privacy of PHI and to provide you with a notice of our legal duties and privacy practices with respect to PHI.
- We reserve the right to change the privacy policies and practices described in this notice. Unless you are notified of such changes, we are required to abide by the terms currently in effect.
- If Weber Psychological revises our policies and procedures, we will provide you with a revised notice either in person or by mail.

V. Complaints

If you are concerned that your privacy rights have been violated by Weber Psychological, or you disagree with a decision that was made about access to your records, you may contact the Pennsylvania State Board of Psychology. You may also send a written complaint to the Secretary of the U.S. Department of Health and Human Services. The agency listed above can provide you with the appropriate address upon request.

VI. Effective Date, Restrictions, and Changes to Privacy Policy

This notice will go into effect on February 1, 2025.

