

NOTICE OF PRIVACY PRACTICES

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THIS NOTICE DESCRIBES HOW YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

I. OUR LEGAL DUTIES

We are required by law to maintain the privacy of your Protected Health Information (PHI), provide this notice, follow its terms, and notify you of any breach of unsecured PHI within 60 days.

II. HOW WE MAY USE AND DISCLOSE YOUR PHI

We may use and disclose your PHI for treatment, payment, and healthcare operations. We may disclose information as required by law, for public health reporting, to prevent serious threats to safety, for judicial proceedings with proper authorization, to law enforcement as permitted by law, to oversight agencies including LARA, and for workers' compensation purposes.

III. AUTHORIZATION REQUIRED

We will not use or disclose your PHI for marketing, sale of information, or psychotherapy notes without your written authorization, except as permitted by HIPAA.

IV. REPRODUCTIVE HEALTH PROTECTIONS

We will not disclose PHI for purposes of investigating or imposing liability regarding lawful reproductive healthcare. In certain situations, signed attestation may be required.

V. SUBSTANCE USE DISORDER RECORDS

If applicable, certain substance use disorder records are protected under 42 CFR Part 2 and may require specific authorization for disclosure.

VI. ELECTRONIC COMMUNICATIONS

Electronic communications may carry some risk. By consenting to electronic communication, you acknowledge these risks.

VII. YOUR RIGHTS

You have the right to access, amend, restrict, and receive an accounting of disclosures of your PHI. You may request confidential communications and revoke authorizations in writing.

VIII. COMPLAINTS

You may file a complaint with Melissa Davis, PLLC, the U.S. Department of Health and Human Services Office for Civil Rights, or the Michigan Department of Licensing and Regulatory Affairs (LARA).

IX. RECORD RETENTION

Adult records are retained at least seven (7) years from last date of service. Minor records are retained according to Michigan law.

X. CHANGES TO THIS NOTICE

We reserve the right to revise this Notice at any time. Updated versions will be available in the office and on our website.