

## **Notice of Privacy Practices\***

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.**

### **Your Rights**

You have the right to:

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

### **Our Uses and Disclosures**

We may use and share your information as we:

- Bill for your services
- Help with public health and safety issues
- Comply with the law (e.g. adult/elder abuse, harm to self, judicial proceedings)
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

### **CounselorBarb's™ Duties**

- Maintain the privacy of your information.

### **Questions or Complaints**

If you believe that your privacy rights have been violated and wish to file a complaint, you may notify privacy officer Barbara LoFrisco at [barb@counselorbarb.com](mailto:barb@counselorbarb.com) or (813) 404-9215, or you may contact the Florida Board of Clinical Social Work, Marriage & Family Therapy & Mental Health Counseling at 888-419-3456. You have specific rights under the Privacy Rule. There will be no retaliation against you for exercising your right to file a complaint.

Changes may be made to this notice, which is always available on the website, [counselorbarb.com](http://counselorbarb.com), or upon request.

\*Effective 5/20/14.