Tiffany Lewis, MA MFT, LPC

**NOTICE OF PRIVACY AND CONFIDENTIALITY**

This notice informs you how medical information about you may be used or disclosed and how you can have access to this information. **PLEASE REVIEW CAREFULLY.**

General Information:

At Grace Counseling Services PLLC, confidentiality is important to us. We maintain your records in accordance with HIPAA and Federal Law. Grace Counseling Services PLLC and therapist, Tiffany S Lewis, LPC, may not disclose any information identifying you or disclose any information that is protected by Federal Law pertaining to you. Your written consent is required (via insurance release form or general release form) prior to any communication with a third party about you. If you chose to use your insurance company, then the Insurance Release Form is required. Insurance companies do require identifying information to pay for your services and this includes demographics, insurance number and any diagnoses provided. Insurance company may request records such as session notes to justify payment.

As stated in our Limits of Confidentiality Form, there are exceptions under Federal Law where your permission is not required. Those exceptions are listed below:

 1. If you are a threat to yourself. Medical personnel or an emergency contact may be used to help keep you safe.

 2. If you are a threat to someone else. Emergency personnel and potential victims may be warned under Federal Law.

 3. If any child/elder abuse is disclosed to therapist. Federal and State law requires Tiffany S Lewis, LPC report to appropriate State or Federal agencies.

 4. If a court order or subpoena is delivered to Tiffany S Lewis, LPC that involves you directly such as a lawsuit, custody battle, divorce negotiations, legal dispute or other orders from federal, state and/or local officials. You will be notified if this occurs. (See below for more information regarding your choice to use Tiffany S Lewis in legal matters)

 5. Certain agencies you may work with may request information such as Social Security, Vocational Rehabilitation, Veteran’s Affairs, Disability Office, Employee Assistance Programs etc.

Client Bill of Rights:

Under HIPAA you have the right to request restrictions or certain uses/disclosures of your health information. Grace Counseling Services, PLLC and Tiffany S Lewis, LPC are not required to agree to any restrictions you request but if practitioner does agree then we are bound by that agreement and may not use or disclose any information you

have restricted except as stated above that Federal Law allows. You have the right to request communications within the bounds you are comfortable with. Grace Counseling Services provides communication through email and phone. As noted in intake paperwork, email is not considered to be the most confidential means of communication. All requests that are reasonable will be accommodated by Grace Counseling Services PLLC and Tiffany S Lewis, LPC. Under HIPAA you also have the right to inspect and/or copy your own health information maintained by Grace Counseling Services PLLC and Tiffany S Lewis, LPC. Under HIPAA you also have the right to amend some health care information disclosed during treatment. You have a right to request and receive accounting information regarding your billing by Grace Counseling Services, PLLC and Tiffany S Lewis, LPC. You have a right to receive a paper copay of this notice for your own records.

Grace Counseling Services, PLLC Duties

Grace Counseling Services PLLC is required by law to maintain the privacy of your health information. As stated above you have the right to receive and keep a Notice of Practice information and Grace Counseling Services PLLC is required by law to abide by the terms of this notice. Grace Counseling Services PLLC reserves the right to change this notice at any time. If that does occur you have the right to receive a new copy of the Notice of Practice. Revised notices will be available via paper copies as well as on our website at [www.gracecounselingoxford.com](http://www.gracecounselingoxford.com)

Complaints and Reporting Violations

You may complain to the Secretary of the United States Department of Health and Human Services, 200 Independence Avenue SW, Washington, DC, 20201 and/or to the Mississippi Board of Examiners for Licensed Professional Counselors, PO Box 1497m Yazoo City, MS 39194 if you believe your privacy rights have been violated under HIPAA and/or Federal Law. Grace Counseling Services PLLC and Tiffany S Lewis, LPC will take not retaliatory action against you if you file a compliant about our privacy practices.

Additional Information:

If you chose to subpoena Tiffany S Lewis, LPC you will be responsible for fees at $378 an hour with a 4 hour minimum ($1512). Refunds are not given for services provided. A subpoena must be provided at least 72 business hours in advance of court date to allow for therapist to make schedule changes.

Social Media: Tiffany S Lewis, LPC will maintain a professional relationship with all patients. This includes limited access via social media. Grace Counseling Services does maintain social media accounts for information only which can be followed by patients. Communication via these sites are discouraged as they are not HIPAA compliant sites.

Effective July 2015

