

# Lori Ben-Ezra, Ph. D. & Associates Psychological Services, LLC

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## Privacy of Information Policy

State and Federal laws require that we keep your medical records private. Such laws require that we provide you with this notice informing you of our privacy information policies, your rights and our duties. We are required to abide by these policies until replaced or revised. Any changes in this notice will be made available upon request before the changes occur.

The contents of material disclosed to us in an evaluation, intake or counseling session are covered by the law as private information. We respect the privacy of the information you provide us and we abide by ethical and legal requirements of confidentiality and privacy of records.

Both verbal information and written records about a client cannot be shared with another party without the written consent of the client or the client's legal guardian. Except in certain emergency situations, the therapists in this practice will not release any information about a client without a signed release of information.

When a client discloses intentions or a plan to harm another person or persons, the health care professional is obligated to warn the intended victim and report this information to legal authorities. In cases where the client discloses or implies a plan for suicide, the health care professional is also obligated to notify legal authorities and make reasonable attempts to notify the family of the client.

If a client states or suggests that he or she is abusing a child or vulnerable adult, the health care professional is required to report this information to the appropriate social service agency and/or legal authorities. If a client is the victim of abuse, neglect, or if their safety appears at risk, we may share this information with law enforcement officials to help prevent future occurrences.

Health care professionals are required to report admitted prenatal exposure to controlled substances that are potentially harmful.

In the event of a client's death, the spouse or parents of a deceased client have a right to access their child's or spouse's records.

Health care professionals are required to release records of clients when a court order has been placed.

Insurance companies, managed care companies, EAPs and other third-party payers are given information that they requires regarding services to the client. Information with may be requested includes type of services, dates/times of appointments, diagnosis, treatment plan, progress of therapy and summaries.

I understand the limits of confidentiality, privacy policies, my rights and their meanings and ramifications.

Date \_\_\_\_\_

Client's Name (please print) \_\_\_\_\_

Signature of Client, Parent or Legal Guardian \_\_\_\_\_