

Enlightened; Relational Institute, PLLC
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Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW YOUR BEHAVIORAL HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

How Information Is Collected About You: Information and data is collected through a variety of means including but not necessarily limited to personal interaction, forms filled out by clients, letters, phone calls, emails, and voicemails. This is all documented/stored in the client electronic file.

What We Do Not Do With Your Information: Information about you and your behavioral health concerns and care that you provide to us in writing, via email, on the phone (including information left on voice mails), contained in or attached to forms, or directly or indirectly given to us, is held in strictest confidence.

We do not give out, exchange, barter, rent, sell, lend, or disseminate any information about clients who receive our services that is considered patient confidential, is restricted by law, or has been specifically restricted by a patient/client in a signed HIPAA consent form.

How We Do Use Your Information: Information is only used as is reasonably necessary to provide services and/or process payments.

We may use and disclose your health information so that others or we may bill and receive payment from you and/or a third party as identified by you for the treatment and services you received. If payments are not received as agreed upon in your informed consent, information may be disclosed to a debt collector in an effort to collect payment.

If you receive services and provide information with the intent or purpose of fraud or that results in either an actual crime of fraud for any reason including willful or un-willful acts of negligence whether intended or not, or in any way demonstrates or indicates attempted fraud, your non-medical information can be given to legal authorities including police, investigators, courts, and/or attorneys or other legal professionals, as well as any other information as permitted by law.

We will disclose your health information when required to do so by international, federal, state, or local law.

We may use and disclose your health information when necessary to prevent a serious threat to the health and safety of you, another person, or the public. Disclosures will be made only to someone who can prevent the threat.

We may disclose your health information to our business associates that perform functions on our behalf or provide us with services if necessary. For example, we may use another company to perform billing services on our behalf. All of our business associates are obligated to protect the privacy of your information and are now allowed to use or disclose the information for any other purpose than appears in their contract with us

If you are a member of the armed forces, we may release your health information as required by military command authorities. If you are a member of a foreign military we may release your health information to the foreign military command authority.

If you are involved in a lawsuit or dispute, we may disclose your health information in response to a court or administrative order. We may disclose your health information in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

Information We Do Not Collect: We do not use cookies on our website to collect data from our site visitors. We do not collect information about site visitors. We do use some affiliate programs that may or may not capture traffic data through our site.

Limited Right to Use Non-Identifying Personal Information From Biographies, Letters, Notes, and Other Sources: Any pictures, stories, letters, biographies, correspondence, or thank you notes sent to us become the exclusive property of Enlightened; Relational Institute. We respect your right to privacy and assure you no identifying information or photos that you send to us will ever be publicly used.

YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

- Right to Inspect and Copy. You have the right to request your medical and billing records by written request to Enlightened; Relational Institute as outlined in your informed consent.
- Right to Amend. You have the right to request an amendment to your records by written request,
- Right to an Accounting of Disclosures. You have a right to an accounting of certain disclosures by written request.
- Right to Request Restrictions. You have the right to request restriction or limitation on your health information used for treatment, payment, or health care operations. You may request us to limit disclosure to someone involved in your care or in payment for your care (such as a spouse) by written request.
- Right to Request Confidential Communication. You have the right to request that we communicate with you about medical matters in a certain way or at a certain location.
- You can ask, for example, that we contact you only by mail or at work. Your written request must specify how or where you wish to be contacted.

CHANGES TO THIS NOTICE

We may change this notice and make it effective for medical information we already have about you as well as new information. The current notice will be available at all times. You have a right to request a paper copy of the current notice by written request.

BY SIGNING BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.

Signatures:

_____	_____	_____
Client or Guardian’s Name	Signature	Date
_____	_____	_____
Client or Guardian’s Name	Signature	Date
_____	_____	_____
Therapist’s Name	Signature	Date