



## 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.

ACR Counseling LLC is committed to protecting your privacy. ACR Counseling LLC is required by federal law to maintain the privacy of Protected Health Information (“PHI”), which is information that identifies or could be used to identify you. ACR Counseling LLC is required to provide you with this Notice of Privacy Practices (this “Notice”), which explains the Practice's legal duties and privacy practices and your rights regarding PHI that we collect and maintain.

### YOUR RIGHTS

Your rights regarding PHI are explained below. To exercise these rights, please submit a written request to ACR Counseling LLC at the address noted below.

To inspect and copy PHI:

- You can ask for an electronic or paper copy of PHI from ACR Counseling LLC for a fee of \$20 per copy.
- ACR Counseling LLC may deny your request if it believes that the disclosure will endanger your life or another person's life. You may have the right to have this decision reviewed.

To amend PHI:

- You can ask to correct PHI if you believe that it is incorrect or incomplete. ACR Counseling LLC requires that you make this request in writing and provide a reason for the request.
- ACR Counseling LLC may deny your request. ACR Counseling LLC will send a written explanation for the denial and allow you to submit a written statement of disagreement.

To request confidential communications:

- You can ask ACR Counseling LLC to contact you in a specific way and we will accommodate all reasonable requests.

To limit what is used or shared:

- You can ask ACR Counseling LLC not to use or share your PHI for treatment, payment, or business operations. ACR Counseling LLC is not required to agree, unless found that it may affect your care.
- If you pay for a service or health care item out-of-pocket in full, you have the right to request ACR Counseling LLC to withhold your PHI from your insurance provider if needed.

- You can ask ACR Counseling LLC not to share your PHI with family members or friends by stating the specific restriction requested and to whom you would want the restriction to apply.

To obtain a list of those with whom your PHI has been shared:

- You can ask for a list, called an accounting, of the times your health information has been shared. You can receive one accounting every 12 months at no charge, but you may be charged a reasonable fee if you ask for one more frequently.

To receive a copy of this Notice:

- You can ask for a paper copy of this Notice additionally, even if you agreed to receive the Notice electronically.

To choose someone to act for you:

- If you have given someone medical power of attorney or if someone is your legal guardian appointed by the state, that person can exercise your rights upon submitting this legal documentation to ACR Counseling LLC.

To file a complaint if you feel your rights are violated:

- You can file a complaint by contacting ACR Counseling LLC using the following information:

ACR Counseling LLC  
31 Artizan St, New Haven, CT, 06511  
Raul Colombres  
203-859-8708

- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/).
- ACR Counseling LLC will not retaliate against you for filing a complaint.

To opt out of receiving fundraising communications:

- ACR Counseling LLC may contact you for fundraising efforts, however at your request, ACR will not contact you again.

#### OUR USES AND DISCLOSURES:

Routine Uses and Disclosures of PHI:

ACR Counseling LLC is permitted under federal law to use and disclose PHI, without your written authorization, for certain routine uses and disclosures, such as those made for treatment, payment, and the operation of our business. ACR Counseling LLC typically uses or shares your health information in the following ways:

To treat you:

- ACR Counseling LLC can use and share PHI with other professionals who are treating you as a means to coordinate care.
- Example: Your primary care doctor asks about your mental health treatment.

To run the health care operations:

- ACR Counseling LLC can use and share PHI to run the business, improve your care, and contact you.
- Example: ACR Counseling LLC uses PHI to send you appointment reminders if you choose.

To bill for your services:

- ACR Counseling LLC can use and share PHI to bill and get payment from health plans or other entities.
- Example: ACR Counseling LLC gives PHI to your health insurance plan so it will pay for your services.

Uses and Disclosures of PHI That May Be Made Without Your Authorization or Opportunity to Object:

ACR Counseling LLC may use or disclose PHI without your authorization or an opportunity for you to object, including:

To help with public health and safety issues:

- Public health: To prevent the spread of disease, assist in product recalls, and report adverse reactions to medication.
- Required by the Secretary of Health and Human Services: We may be required to disclose your PHI to the Secretary of Health and Human Services to investigate or determine our compliance with the requirements of the final rule on Standards for Privacy of Individually Identifiable Health Information.
- Health oversight: For audits, investigations, and inspections by government agencies that oversee the health care system, government benefit programs, other government regulatory programs, and civil rights laws.
- Serious threat to health or safety: To prevent a serious and imminent threat.
- Abuse or Neglect: To report abuse, neglect, or domestic violence.

To comply with law, law enforcement, or other government requests:

- Required by law: If required by federal, state or local law.
- Judicial and administrative proceedings: To respond to a court order, subpoena, or discovery request.
- Law enforcement: For law locate and identify you or disclose information about a victim of a crime.
- Specialized Government Functions: For military or national security concerns, including intelligence, protective services for heads of state, or your security clearance.
- National security and intelligence activities: For intelligence, counterintelligence, protection of the President, other authorized persons or foreign heads of state, for purpose of determining your own security clearance and other national security activities authorized by law.
- Workers' Compensation: To comply with workers' compensation laws or support claims.

To comply with other requests:

- Coroners and Funeral Directors: To perform their legally authorized duties.
- Organ Donation: For organ donation or transplantation.
- Research: For research that has been approved by an institutional review board.
- Inmates: The Practice created or received your PHI in the course of providing care.
- Business Associates: To organizations that perform functions, activities or services on our behalf.

Uses and Disclosures of PHI That May Be Made With Your Authorization or Opportunity to Object.

Unless you object, the Practice may disclose PHI:

To your family, friends, or others if PHI directly relates to that person's involvement in your care.

If it is in your best interest because you are unable to state your preference.

Uses and Disclosures of PHI Based Upon Your Written Authorization:

The Practice must obtain your written authorization to use and/or disclose PHI for the following purposes:

The Marketing, sale of PHI, and psychotherapy notes.

You may revoke your authorization, at any time, by contacting the Practice in writing, using the information above. The Practice will not use or share PHI other than as described in Notice unless you give your permission in writing.

#### OUR RESPONSIBILITIES

- ACR Counseling LLC is required by law to maintain the privacy and security of PHI.
- ACR Counseling LLC is required to abide by the terms of this Notice currently in effect. Where more stringent state or federal law governs PHI, ACR Counseling LLC will abide by the more stringent law.
- ACR Counseling LLC reserves the right to amend Notice. All changes are applicable to PHI collected and maintained by ACR Counseling LLC. Should ACR Counseling LLC make changes, you may obtain a revised Notice by requesting a copy from ACR Counseling LLC, using the information above, or by viewing a copy on the website at [www.acrcounselingllc.com](http://www.acrcounselingllc.com).
- ACR Counseling LLC will inform you if PHI is compromised in a breach.

This Notice is effective on March 25, 2022.

Signed By: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_