

Notice of Policies and Practices to Protect the Privacy of Your Health Information

A. Uses and Disclosures Requiring Your Consent

Jennifer Morris Mental Health Counseling, LLC may use or disclose your protected health information (PHI) for purposes of treatment, payment, or health care operations with your consent.

- “PHI” is information in your health record that could identify you.
- “use” refers to activities inside Jennifer Morris Mental Health Counseling, LLC.
- “disclose” refers to activities outside Jennifer Morris Mental Health Counseling, LLC, e.g. releasing information about you.
- “treatment” is providing, coordinating, or managing your health care, e.g. consulting with a family physician or previous therapist.
- “payment” is fees, direct or third-party paid for your health care, including disclosure of your PHI to a health insurer for payment or to determine eligibility or benefits.
- “Health care operations” are activities related to clinic practice, such as utilization review, quality assurance, and audits.

B. Uses and Disclosures Requiring Authorization

Jennifer Morris Mental Health Counseling, LLC may use or disclose your PHI outside of treatment, payment, or health care operations only with your authorization.

“Authorization” is written permission to release specific information that is not a part of your record, e.g., a summary of our contacts or Therapist’s Notes (if any), which have been made about your sessions and kept separate from your health record.

C. Uses and Disclosures Without Consent of Authorization

Therapists are required by law to disclose your PHI to the appropriate authorities without your consent or authorization under the following circumstances:

- Child Abuse (if there is reasonable cause to suspect child abuse or neglect).
- Adult/Domestic Abuse (if there is reasonable cause to suspect criminal abuse of an adult).
- Health Oversight activities (with a subpoena or other lawful request from the Michigan Department of Health or the Board of Psychology).
- Judicial/Administrative Proceedings [if you are involved in a court proceeding and information is requested about your diagnosis or treatment or the records thereof, such information is privileged and will not be released without your authorization or a court order; however, the privilege does not apply when you are being evaluated by a third party or where evaluation is court ordered].

Jennifer Morris Mental Health Counseling, LLC
17344 W 12 Mile Rd, Suite 209, Southfield, MI 48076, (248) 923-1408

- Serious Threat to Health or Safety (if you communicate a threat of physical violence against yourself or a reasonably identifiable other person and you have the apparent intent and ability to carry out that threat in the foreseeable future). A therapist must take steps permitted by law to prevent the threatened harm to yourself or the other person.
- Worker's Compensation. (If asked, a therapist must comply with laws relating to Worker's Compensation or similar programs established by law that provide benefits for work-related injuries or illness without regard to fault).

D. Patient's Rights

- You may request restrictions on certain uses and disclosures of PHI; however, your request may be denied.
- You may request and receive confidential communications of PHI by alternative means or at an alternative location, e.g., should you not want a family member to know your relationship with Jennifer Morris Mental Health Counseling, LLC, you may request bills be sent to another address.
- You may request to inspect and/or obtain a copy of PHI in your record. In some rare cases your request may be denied (and in some cases the decision may be reviewed) but the therapist will discuss the request/ denial process if you ask.
- If you believe the PHI in your record is incorrect, you have the right to request that it be amended. Your request may be denied if the therapist believes you are mistaken, but the therapist will discuss the request/denial process if you ask.
- You have the right to request and receive an accounting of disclosures of your PHI.

E. Therapist's Duties

Under provisions of the Health Insurance Portability and Accountability Act (HIPPA), Jennifer Morris Mental Health Counseling, LLC, is required to maintain the privacy of your PHI and to provide you with this privacy notice, effective April 14, 2003. If any policy or practice described herein is revised, the therapist will notify you at your first visit after the revision.

F. Questions or Complaints

If you believe your privacy rights have been violated, you may make a written complaint to Jennifer Morris, M.A. LPC, owner of Jennifer Morris Mental Health Counseling, LLC, at the address at the top of the page, and she will respond within seven days of receiving it.

If you have questions about this notice, disagree with a decision, or have some other concern about the privacy of your PHI, you may contact the Michigan Department of Licensing and Regulatory Affairs, Bureau of Professional Licensing, Legal Affairs Division, Allegations Section, P.O. Box 30670, Lansing, MI 48909, (517) 373-9196.

Jennifer Morris Mental Health Counseling, LLC, will not retaliate against you for exercising your privacy rights.

Infectious Disease Policy

We need your help to maintain the healthiest possible environment at Jennifer Morris Mental Health Counseling, LLC.

Infectious diseases may be communicated in the air or by contact with the skin or body fluids of an infected person. Most infections can be controlled, i.e. prevented from spreading, if we take simple, intelligent precautions.

Washing our hands with soap eliminates most communicable infections. The most common are bronchitis, flu, common cold, measles, mumps, chicken pox, meningitis, hepatitis A, whooping cough, cytomegalovirus, strep throat, tuberculosis, and scarlet fever. Clients and staff are urged to wash their hands after using the toilet, after coughing or sneezing, or after cleaning up messes.

Since it is impossible to know for certain whether someone is positive for a communicable virus/disease, we will treat every accident/bio-spill as if it were a contagious one. Therefore, all instances should be handled with rubber gloves, cautious disposal, de-contamination, and hand-washing, as detailed below. We have decided it is unreasonably intrusive to ask clients to reveal their HIV status, but if such information has been confided, it will be treated confidentially.

If a client or staff bleeds or comes into contact with the blood of someone else, the contact area should be washed thoroughly as soon as possible. Unless there is visible blood, other body fluids (such as saliva, vomit, urine, feces, or nasal mucous) are not likely to spread serious disease, but they should still be attended to as detailed below. It is urged that clients and staff not come to Jennifer Morris Mental Health Counseling, LLC with contagious illness, but if this occurs, encourages clients to tell their therapist so that precautionary measures can be taken to prevent contagion.

Contaminated objects such as carpeting, furniture, or clothing must be washed to reduce contagion. Use rubber gloves and bio-wipes for clean-up. (They are stored in the first-aid chest in the business office). Wash blood-soiled objects with cold water (hot water makes blood bind to cloth), and then with one part bleach/10 parts water solution that is mixed just before use. Any object which would be discolored if washed with bleach should be washed with detergent instead. All bio-wipes, paper towels, Kleenex, etc. used to wipe up body fluids should be disposed of in a plastic bag and a twist-tie that says, "Caution Bio Waste".

Details of any bio-spill or potential infection contact should be reported to Jennifer Morris, M.A. LPC, for writing up as an incident. Prompt testing for HIV or Hepatitis B (at the expense of the person who was exposed) is recommended following a potential contact.

Sanitary napkins should be placed in a plastic bag before disposal.

Thank you for your cooperation!