

Mandala Counseling Services' Notice of Privacy Practices

Mandala Counseling Services is required by law to maintain the privacy of PHI (Private Health Information) and to provide you with notice of my legal duties and privacy practices.

How I may use and disclose health information about you and/or your child:

For Treatment: Your PHI may be used and disclosed by those who are involved in your care for the purpose of providing, coordinating or managing your health care treatment. Mandala Counseling Service may release information to others with your authorization.

For Payment: Mandala Counseling Services may use and disclose your PHI to third party payers so that we may receive payment for the treatment services provided to you. We may share your PHI with administrative professionals for the purposes of billing for services.

Required by Law: Mandala Counseling Services must make disclosures of your PHI to you upon your request unless doing so could pose a danger to you or others.

Without Authorization: Mandala Counseling Services may release your PHI under certain other specific circumstances including the mandatory reporting of child abuse/neglect, as required by court order, or as necessary to prevent or lessen a serious and imminent threat to the health of safety of a person or the public.

Verbal Permission: Mandala Counseling Services may share your PHI with family members directly involved in your treatment with your verbal permission.

With Authorization: Mandala Counseling Services may share your PHI with other parties with your written authorization. You may revoke such authorization at any time.

Your rights regarding your PHI:

- You have the right to inspect and copy PHI unless there is compelling evidence that access could cause serious harm to you or others.
- If you feel that the PHI that Mandala Counseling Services has about you is incorrect or incomplete, you have the right to request it be amended.
- You have the right to request an accounting of disclosures that we make of your PHI. You may be charged a reasonable fee for photocopying/ mailing if you request more than one accounting in a 12-month period.
- You have the right to request that Mandala Counseling Services communicate with you about PHI matters in a certain way or at a certain location in order to maintain confidentiality.
- Grievances regarding Mandala Counseling Services can be directed to the Social Work Licensing Board at 1-800-550-7009 or Cardinal Innovations at 1-888-213-9687. Traci Withrow's license number is CO04988.

****TO KEEP****