

NOTICE OF PRIVACY PRACTICES

Confidentiality and Exceptions to Confidentiality. Federal and Ohio law require that issues discussed with a therapist be confidential. The information you reveal will not be discussed by the therapist with anyone, other than the exceptions listed below, without a signed authorization from you.

- **LEGAL:** The release of confidential materials may be legally required of your therapist in the following situations: (1) If your therapist believes you present a clear and substantial risk of imminent serious harm to yourself (suicide) or others (homicide); (2) Suspected child or elder abuse or neglect; (3) Instances where the court subpoenas records; (4) If you file a lawsuit against your counselor; (5) Legally authorized situations for purposes of national security; if you are a member of the military, or if you are under the custody or correctional or law enforcement official.
- **PATIENT RIGHTS:** Your involvement in treatment is confidential. HIPPA provides you with several expanded rights with regard to your medical records and disclosures of protected health information. Please inform this office in writing if I may not contact you at home. I can have written or oral communication with your other health care providers, family members, or others you designate only with your written consent on a separate form specifying what information may be shared. Therapy notes are for the therapist's own use and are designed to assist me in providing you with the best treatment. Insurance companies cannot receive a copy of your psychotherapy notes or require you to release them. (1) You have the right to restrict the release of information to your health plan for services paid in full out of pocket; (2) You may make an amendment to your record if you believe it is incorrect or incomplete. This is done in writing on a separate form and your explanation becomes part of your record; (3) You will be notified if a breach in the security of the PHI has occurred; (4) Questions or complaints about this privacy policy may be addressed with Bonnie L. Shinhearl, LLC.
- **DIVORCING/DIVORCED PARENTS:** For custody related matters, I do not make recommendations related to custody or become involved in custody disputes as this interferes with the therapeutic relationship with the child/children. On a case-by-case basis, I can make statements based on the therapeutic observations, diagnosis and treatment of a child and information presented in sessions to professional parties such as a guardian ad litem, as long as it does not interfere with the therapeutic relationship.

Client/Parent/Guardian Signature _____ Date _____