

## **HIPAA NOTICE OF PRIVACY PRACTICES - 2024**

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

Effective date: January 1, 2024

DOUGLAS LAYER, LPCC is committed to maintaining clients' confidentiality. I will only release healthcare information about you in accordance with federal and state laws and within ethical guidelines of the counseling profession.

Providing treatment services, collecting payment and conducting healthcare operations are necessary activities for quality care. State and federal laws allow us to use and disclose your health information for these purposes:

**TREATMENT:** I may need to use or disclose health information about you to provide, manage or coordinate your care that could include consultations and potential referral sources.

**PAYMENT:** Information needed to verify insurance coverage and/or benefits with your insurance carrier, to process your claims as well as information needed for billing and collection purposes. I may bill the person in your family who pays for your insurance.

**HEALTHCARE OPERATIONS:** I may need to use information about you to review our treatment procedures and business activity. Information may be used for certification, compliance and licensing activities.

**OTHER DISCLOSURES THAT DO NOT REQUIRED CONSENT:** There are some instances where I may be required to use and disclose information without your consent, and include, but are not limited to:

1. Information you report about physical or sexual abuse, then by New Mexico State Law, I am obligated to report this to the Department of Children and Family Services.
2. If you provide information that informs me that you are in danger of harming yourself or others, I am obligated by law to disclose this information to relevant parties and/or law enforcement.
3. Information to remind you of /or to reschedule appointments or treatment alternatives.
4. Information shared with law enforcement if a crime is committed on our premises or against our staff or as required by law such as a subpoena or court order.
5. When required by law, any information needed for public health reasons and/or the prevention of disease contagion.
6. We can share health information about you in response to a court or administrative order, or in response to a subpoena.