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**MIND BODY CONNECTIONS, L.L.C.**  
**NOTICE OF PRIVACY PRACTICES**  
**Version IV: 10/2014**

**THIS NOTICE DESCRIBES HOW PSYCHOLOGICAL AND MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

**I. Uses and Disclosures of Protected Healthcare Information**

**a. Mind Body Connections, L.L.C. may use or disclose your Protected Health Information (PHI) for treatment, payment and healthcare operation purposes with you written authorization.**

i. To help clarify these terms, here are some definitions:

1. "PHI" refers to information in your health record that could identify you.
2. "Treatment" is when your therapist provides, coordinates or manages your healthcare.
3. "Payment" is when Mind Body Connections, L.L.C. obtains reimbursement for services.
4. "Healthcare Operations" are activities that relate to the performance and operation of our practice.

**b. Mind Body Connections, L.L.C. may use or disclose PHI for purposes outside of treatment, payment or healthcare operations, if we obtain your authorization prior to release of information.**

i. You may revoke all such authorizations of PHI at any time provided each revocation is in writing. You may not revoke an authorization to the extent that:

1. Your therapist has acted on that authorization or
2. If the authorization was obtained as a condition of obtaining insurance coverage. The law provides the insurer the right to contest the claim under the policy.

**II. Uses and Disclosures of PHI Without Your Authorization**

**a. Therapists may use or disclose PHI without your consent or authorization in the following circumstances:**

- i. **Consultation with other health and mental health professionals outside Clarus Center.** During such consultations your therapist cannot reveal any information that identifies you without your written consent. All other professionals are also legally bound to keep the information confidential. In most cases your therapist will not tell you about these consultations unless it is beneficial to your work together. All consultations will be noted in your clinical record.
- ii. **Teaching and supervision.** At times you therapist may refer to clinical cases for teaching or supervision purposes. In these situations your therapist will not reveal any information that could identify you. In most cases your therapist will not discuss these occurrences with you unless it is beneficial to your treatment.
- iii. **Within Clarus Center and Administrative.** At Clarus Center independent practitioners consult with each other regularly as a means of providing the highest quality of care to their clients. Mind Body Connections, L.L.C. also employs administrative staff. Your therapist may need to share protected information with these individuals for both clinical and administrative purposes such as scheduling, billing and quality assurance. All mental health professionals are bound by the same rules of confidentiality. All staff members

have been given training about protecting your privacy and have agreed not to release any information outside of the practice without the oversight of a professional staff member.

- iv. **If you are involved in a court proceeding.** Your therapist cannot disclose any protected information to the courts without a court order. If you are involved in or contemplating litigation, you should consult your attorney to determine whether a court would be likely to order your therapist to disclose information. In some cases, including but not limited to child custody proceedings and situations in which your emotional condition is an issue, a judge may require your therapist to testify in court. If it is your decision to open your protected information to the courts, please be advised that not only your clinical chart (PHI) may be opened but the Psychotherapy Notes that your therapist might keep in a separate file may be brought into the court, even if that is not what you wish. Unfortunately, once you offer your record for the court, you may not choose what is disclosed. It is advisable that you review records with your therapist and your attorney before making such a decision.
- v. **Government.** If a government agency is requesting information for health oversight activities, your therapist may be required to provide it for them.
- vi. **Malpractice Suits.** If you file a lawsuit against your therapist, they may disclose all of your record (including PHI and Psychotherapy Notes) regarding you to defend themselves.
- vii. **Workman's Compensation.** If you file a worker's compensation claim and your therapist is rendering treatment or services in accordance with the provisions of Illinois Worker's Compensation law, your therapist must, upon appropriate request, provide a copy of your record to your employer or their designee.

**III. Therapists are mandated reporters and as such have the legal obligation of notifying appropriate authorities in the following situations. Please note that these situations are handled with the utmost care to protect those at risk for harm and with respect to the clients broken confidentiality.**

- a. **If your therapist believes you present a clear, imminent risk of serious physical or mental injury or death to yourself,** they are required to take protective actions that can include notifying the police, seeking hospitalization or releasing relevant information to friends or family in order to keep you safe.
- b. **If your therapist has reasonable cause to believe that a child under 18 known to them in their professional capacity may be abused or neglected by a parent, caretaker or other person responsible for the child's welfare,** the law requires that they file a report with the local office of the Department of Children and Family Services. Once a report is filed your therapist may be required to provide additional information.
- c. **If your therapist has reason to believe that an adult over 59 years old, or under 60 years old and disabled, has been abused, neglected or financially exploited in the preceding 12 months,** the law requires them to file a report with the agency designed to receive such reports by the Department of Aging. Once such a report is filed your therapist may be required to provide additional information.
- d. In accordance with **Illinois Firearm Concealed Carry Act of 2013** if you are determined to be a clear and present danger to yourself or others, developmentally disabled or intellectually disabled your therapist may be responsible for reporting your mental health information to the **Illinois Department of Human Services.**

**IV. Patient Rights and Therapist Duties**

**a. Patient Rights**

- i. **Right to Request Restrictions** – You have the right to request restrictions on certain uses and disclosures of PHI. However, we are not required to agree to a restriction you request.
- ii. **Right to Receive Confidential Communication by Alternative Means and at Alternative Locations** – You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations. For example,

you may request all written communication be sent to an address other than your home address.

- iii. **Right to Inspect and Copy** – You have the right to inspect and obtain a copy of PHI in our mental health and billing records used to make decisions about you for as long as the PHI is maintained. On your request, your therapist will discuss with you the details of the request for access process.
- iv. **Right to Amend** – You have the right to request an amendment of PHI for as long as the PHI is maintained in the record. Your request may be denied. On your request your therapist will discuss with you the details of the amendment process.
- v. **Right to an Accounting** – You generally have the right to receive an accounting of disclosures of PHI. On your request your therapist will discuss with you the details of the accounting process and when it applies.
- vi. **Right to a Paper Copy of Notice of Privacy Practices** – You have the right to obtain a paper copy of this notice from Mind Body Connections, L.L.C. upon request.

**b. Therapist Duties**

- i. Your therapist is required by law to maintain the privacy of PHI and to provide you with a notice of their legal duties and privacy practices with respect to PHI.

**V. Statement of Independence**

- a. Mind Body Connections, LLC is located at the Clarus Center. Clarus Center is comprised of multiple independent practitioners who share certain expenses and administrative functions. That said, Mind Body Connections, LLC is independent from all other practitioners at Clarus Center, and is not responsible for the actions of the other professionals at Clarus Center. Although independent from those practitioners, we sometimes consult with them regarding our patients' situations.

**VI. Questions and Complaints**

- a. If you have questions about this notice, disagreement with a decision made about access to your records or other concerns about your privacy rights, please talk to your therapist.
- b. If you believe that your privacy rights have been violated and wish to file a complaint with Mind Body Connections, L.L.C., you may send your written complaint to Mind Body Connections, L.L.C. and to the Secretary of the U.S. Department of Health and Human Services.

**VII. Effective Date, Restrictions and Changes to Privacy Policy**

- a. The terms of this notice are unchanged since our first version, and thus have been in effect since April 14, 2003. We reserve the right to change the privacy policies and practices described in this notice, and make those changes effective for all protected information that we maintain. You will be notified if such changes occur. We will post a new notice in the waiting area, post the revised notice on our website, and have paper copies available. If substantial changes are made to this agreement and you are no longer in treatment with us, you will receive notification via mail within 60 days of the revision. If we fail to attempt to contact you then we are required to abide by the terms currently in effect.