



## NOTICE OF PRIVACY PRACTICES

### HOW WE MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION (PHI)

PAYMENT: We use and disclose your PHI to your insurance company in order to receive payment for your covered health expenses.

Victims of Abuse, Neglect or Domestic Violence. We may disclose PHI to government agencies about suspected abuse, neglect or domestic violence.

### OTHER USES OR DISCLOSURES WITH AN AUTHORIZATION

Other uses or disclosures of your PHI will be made only with your written authorization, unless otherwise permitted or required by law. You may revoke an authorization at any time in writing, effective with the date of the letter of revocation.

HEALTH CARE: We may use and disclose PHI to other health care providers (physicians, healthcare professionals, laboratories or hospitals) to better assist in your diagnosis and treatment.

MEDICAL RECORDS REQUEST: We will disclose your PHI if we receive a request from another physician who is treating you or will be treating you with a signed request from you. We will disclose your PHI to an insurance company if we have filed a claim on your behalf.

### YOUR RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION

You have certain rights regarding protected health information that our office maintains about you.

RIGHT TO ACCESS YOUR PROTECTED HEALTH INFORMATION. You have the right to review or obtain copies of your PHI records. Your request to review and/or obtain a copy of your PHI records must be made in writing. We may charge a fee for the costs of producing, copying, mailing your requested information, but we will tell you the cost in advance.

FOR INFORMATION REGARDING EXERCISING YOUR RIGHTS You may exercise any of the rights described above by contacting our Office Manager. See the end of this Notice for the contact information.

### COMPLAINTS

If you believe that your privacy rights have been violated, you may file a complaint with us and/or with the Secretary of the Department of Health and Human Services. All complaints must be made in writing and sent to the Office Manager listed at the end of this Notice. We support your right to protect the privacy of your PHI. We will not retaliate against you or penalize you for filing a complaint.

CONTACT SAN TAN COUNSELING If you have any questions or complaints about this Notice or you want to submit a written request to our office in any of the previous section of the Notice, please call (480) 982-2356 or write to us at:

San Tan Counseling  
Attn: Office Manager  
288 N. Ironwood Dr., Ste 110  
Apache Junction, AZ 85120  
Day number and message number 24 hours a day (480) 982-2356

Get full copy of San Tan Counseling's privacy notice at the office.