

Tidwell Social Work Services and Consulting, Inc.

5999 W. State Street
Boise Idaho, 83704
208-853-5095
208-853-5125 (fax)



NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

STATE AND FEDERAL LAWS REQUIRE US TO MAINTAIN THE PRIVACY OF YOUR HEALTH INFORMATION AND TO INFORM YOU ABOUT OUR PRIVACY PRACTICES BY PROVIDING YOU WITH THIS NOTICE. WE MUST FOLLOW PRIVACY PRACTICES AS LISTED BELOW. THIS NOTICE WILL TAKE EFFECT ON JUNE 4, 2012 AND WILL REMAIN IN EFFECT UNTIL WE AMEND OR REPLACE IT.

YOU MAY REQUEST A COPY OF OUR PRIVACY NOTICE AT ANY TIME BY CONTACTING OUR PRIVACY OFFICER. TIDWELL SOCIAL WORK AND CONSULTING CONTACT INFORMATION IS LISTED AT THE TOP OF THIS NOTICE.

TYPICAL USES AND DISCLOSURES OF HEALTH INFORMATION

We will keep your health information confidential, using it only for the following purposes.

Treatment: We may use your health information to provide you with our services. We have established “need to know standards” that limit various staff members access to your health information according to their job functions. Tidwell Social Work contractors and employees are required to sign a confidentiality agreement.

Disclosure: We may disclose and/or share your healthcare information with other healthcare professionals. Your health information will not be used or disclosed by Tidwell Social Work without your authorization, except as described in this notice. We will discontinue use of and not disclose your health information after we have received a written revocation of the authorization according to the procedures included in the authorization.

Payment: For example, a bill may be sent to you or a third-payer. The information on or accompanying the bill may include information that identifies you as well as your diagnosis, procedures, and supplies used.

Emergencies: We may use or disclose your health information to notify, or assist in the notification of a family member or anyone responsible for your care, in case of any emergency involving your care. Under emergency conditions, or if you are incapacitated, we will use our professional judgment to disclose only that information that is directly relevant to your care.

Healthcare Operations: For example, information obtained by a physician, social worker or other member of your health care team will be added to your record and used to determine the course of treatment that should work best for you. Your physician will document in your record his or her expectations of the members of your health care team and will then record the actions they took and their observations. In that way the physician will understand how well you are responding to treatment.

Required by Law: We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.

YOUR PRIVACY RIGHTS AS OUR PATIENT

Access: Your case file is the physical property of Tidwell Social Work and Consulting. However the information in it belongs to you. You have these rights:

- You may inspect and receive a copy of your health record.
- You may amend your health record
- You may obtain an accounting of disclosures of your health information
- You may obtain a paper copy of this notice of information practices on request.
- You may request communications for your health information by alternative means or at alternative locations.
- You may request a restriction on certain uses and disclosures of your information
- You may revoke your authorization to use or disclose health information except to the extent that action has already been taken.

QUESTIONS AND COMPLAINTS: You have the right to file a complaint with us if you feel we have not complied with our Privacy Policies. Your complaint should be directed to our Privacy Officer. If you feel we have violated your access to health information, we may have violated your privacy rights, or if you disagree with a decision we made regarding your access to health information, you may complain to us in writing. Request a complaint form from our Privacy Officer. We support your right to the privacy of your information and will not retaliate in any way if you choose to file a complain with use or with U.S. Department of Health & Human services, Office of Civil Rights.

To file a complaint with the Office for Civil Rights, U.S. Department of Health and Human Services. The address for the OCR in Washington D.C. and for Seattle, WA (closest primary Civil Rights office to Idaho) listed below:

Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue S.W.
Room 509F HHH Building
Washington D.C. 20201

Office for Civil Rights
Central Building
810 3rd Avenue Suite 750
Seattle, WA 98104-1627

Tidwell Social Work reserves the right to change our practices and to make new provisions effective for all protected health information we maintain. Should our information practices change, we will make a new Notice of Privacy available to you in the Tidwell Social Work and Consulting office.

HOW TO CONTACT US:

Privacy Officer: Clinic Manager
Tidwell Social Work Services and Consulting
5999 W. State Street
Boise, ID 83703
(208)853-5095

Client signature

Date