

Hope Crossing Christian Counseling, Inc.

You have the following rights under State and Federal law:

Right to Inspect and Copy

You have the right to inspect and copy your health information, such as medical and billing information. You must submit a written request on the Hope Crossing Christian Counseling, Inc. Release of Information Form in order to inspect and/or obtain a written copy of your health information. We may charge a fee for the costs of copying your records. We may deny your request to inspect and/or copy in certain limited circumstances. Please contact our Office Manager or your therapist for more information.

Release of Records

You may consent in writing to the release of your records for any purpose you choose. This could include your attorney, employer, another health provider, or other who you wish to have knowledge of your care. You may revoke this consent at any time, but only to the extent that no action has been taken in reliance on your prior authorization. Please note that family and marital records require the written release of all parties that were in the counseling session(s).

Restrictions Request

You have the right to request a restriction or limitation on the health information we use or disclose about you for treatment, payment or mental health operations. To request restrictions, you must submit a written request to the Office Manager or your therapist. We are not required to agree to your request. If we do agree, we will comply with your request, unless the information is needed to provide you emergency treatment.

Contact

You may request that we send information to another address or by alternative means. We will honor such a request as long as it is reasonable and we are assured it is correct. Any contact information that is not updated in writing will not be subject to this notice.

Amending Your Record

If you believe something in your record is incorrect or incomplete; you may request that we amend it. Please provide us with your written request outlining what you believe to be incorrect and why. In certain cases, we may deny your request. If denied, you have a right to file a statement of your disagreement with us and it will be added to your record, along with our written response.

Changes to This Notice

We reserve the right to change this notice based on the needs of Hope Crossing Christian Counseling, Inc. and changes in State and Federal law. You are entitled to a copy of the notice currently in effect and may request a copy of this notice at any time.

Complaints

If you believe your privacy rights have been violated, you may file a complaint with our office or with the Secretary for the Department of Health and Human Services. You will not be penalized or retaliated against for filing a complaint.