

# Lakewood Counseling and Career Center

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## NOTICE OF INFORMATION PRACTICES

### Uses and Disclosures for Treatment, Payment, and Health Care Operations

Lakewood may *use or disclose* your *protected health information (PHI)*, for *treatment, payment, and health care operations* purposes with your *consent*. To help clarify these terms, here are some definitions:

- **“PHI”** refers to information in your health record that could identify you.
- **“Treatment, Payment, and Health Care Operations”**
- **Treatment** is when Lakewood provides, coordinates or manages your health care and other services related to your health care. An example of treatment would be when Lakewood consults with another health care provider, such as a family physician or psychologist.
- **Payment** is when Lakewood obtains reimbursement for your healthcare. Examples of payments are when Lakewood discloses your PHI to your health insurer to obtain reimbursement for your health care or to determine eligibility or coverage.
- **Health Care Operations** are activities that relate to the performance and operation of Lakewood’s practice. Examples are quality assessment, and improvement activities, business related matters, such as audits and administrative services, and case management and care coordination.
- **“Use”** applies only to activities within Lakewood such as sharing, employing, applying, utilizing, examining and analyzing information that identifies you.
- **“Disclosure”** applies to activities outside of Lakewood such as releasing, transferring, or providing access to information about you to other parties.

### Uses and Disclosures Requiring Authorization

Lakewood may use or disclose PHI for purposes outside of treatment, payment, or health care operations when your appropriate authorization is obtained. An *“authorization”* is written permission above and beyond the general consent that permits only specific disclosures. In those instances when Lakewood is asked for information for purposes outside of treatment, payment, or health care operations, Lakewood will obtain an authorization from you before releasing this information. Lakewood will also need to obtain an authorization before releasing your psychotherapy notes. *“Psychotherapy Notes”* are notes Lakewood has made about your conversation during a private, group, joint, or family counseling session, which has been kept separate from the rest of your medical record. These notes are given a greater degree of protection than PHI.

You may revoke all such authorizations (of PHI or psychotherapy notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that 1) Lakewood has relied on that authorization; or 2) if the authorization was obtained as a condition of obtaining insurance coverage, and the law provides the insurer the right to contest the claim under the policy.