



## NOTICE OF PRIVACY PRACTICES

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

### ***Your Rights***

You have the right to:

- Get a copy of your paper or electronic medical record.
- Request that we correct your medical record.
- Request confidential communications.
- Ask us to limit the information we share.
- Get a list of those with whom we've shared your information.
- Get a copy of this privacy notice.
- Choose someone to act for you.
- File a complaint if you believe your privacy rights have been violated.

### ***Your Choices***

You have some choices in the way that we use and share information as we:

- Share information with your family, close friends, or others involved in your care.
- Share information in a disaster relief situation.

### ***Our Uses and Disclosures***

We typically use or share your health information in the following ways:

Treatment – We can use your health information and share it with other professionals who are treating you.

Payment – We can use and share your health information to bill and get payment from health plans or other entities.

Health Care Operations – We can use and share your information to run our practice, improve your care, and contact you when necessary.

### ***Our Responsibilities***

- We are required by law to maintain the privacy and security of your protected health information.
- We will notify you if a breach occurs that may compromise your information.
- We must follow the duties and privacy practices described in this notice.

### ***Complaints***

If you believe your privacy rights have been violated, you may file a complaint with our office or with the U.S. Department of Health and Human Services Office for Civil Rights. We will not retaliate against you for filing a complaint.

### ***Contact Information***

Backdraft Counseling / Backdraft Ministries

For questions about this notice or your privacy rights, please contact our office.

Effective Date: \_\_\_\_\_