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NOTICE OF PRIVACY PRACTICES

IMPORTANT: THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

I respect your privacy. I understand that your personal health information is very sensitive. The law protects the privacy of the health information I create and obtain in providing care and services to you. Your protected health information (PHI) includes your symptoms, test results, diagnoses, treatment, health information from other providers, and billing and payment information relating to these services.

I will not use or disclose your health information to others without your authorization, except as described in this Notice, or as required by law.

Your health information rights.

The health and billing records I create and store are the property of Kimberly McLaren, MD, PLLC. The protected health information in it, however, generally belongs to you. You have a right to:

- Receive, read, and ask questions about this Notice.
- Ask me to restrict certain uses and disclosures. You must deliver this request in writing. I am not required to grant the request unless the request is to restrict disclosure of your protected health information to a health plan for payment or health care operations and the protected health information is about an item or service for which you paid in full directly.
- Request and receive from me a paper copy of the most current Notice of Privacy Practices (“Notice”).
- Request that you be allowed to see and get a copy of your protected health information. You may make this request in writing.
- Have me review a denial of access to your health information—except in certain circumstances.
- Ask me to change your health information that is inaccurate or incomplete. You may give me this request in writing. You may write a statement of disagreement if your request is denied. It will be stored in your medical record, and included with any release of your records.
- When you request, I will give you a list of certain disclosures of your health information. The list will not include disclosures for treatment, payment, or health care operations. You may receive this information without charge once every 12 months. I will notify you of the cost involved if you request this information more than once in 12 months.
- Ask that your health information be given to you by another confidential means of communication or at another location. Please sign, date, and give me your request in writing.
- Cancel prior authorizations to use or disclose health information by giving me a written revocation. Your revocation does not affect information that has already been released. It also does not affect any action taken before I receive the revocation. Sometimes, you cannot cancel an authorization if its purpose was to obtain insurance.

For help with these rights during normal business hours, please contact Kimberly McLaren, MD at 512-366-7275.

My responsibilities.

I am required to:

- Keep your protected health information private.
- Give you this Notice.
- Follow the terms of this Notice for as long as it is in effect.
- Notify you if I become aware of a breach of your unsecured protected health information.

I reserve the right to change my privacy practices and the terms of this Notice, and to make the new privacy practices and notice provisions effective for all of the protected health information maintained. If material changes are made, I will update and make available to you the revised Notice upon request. You may receive the most recent copy of this Notice at any time.

To ask for help or complain.

If you have questions, want more information, or want to report a problem about the handling of your protected health information, you may contact Kimberly McLaren, MD at 512-366-7275.

If you believe your privacy rights have been violated, you may discuss your concerns with me. You may also deliver a written complaint to Kimberly McLaren, MD at Kimberly McLaren, MD, PLLC 2630 Exposition Blvd, Ste G02, Austin, TX 78703. You may also file a complaint with the US Department of Health and Human Services Office for Civil Rights (OCR).

I respect your right to file a complaint with me or with the OCR. If you complain, I will not retaliate against you.

How I may use and disclose your protected health information.

Under the law, I may use or disclose your protected health information under certain circumstances without your permission. The following categories describe the different ways I may use and disclose your protected health information without your permission. For each category, I will explain what we mean and give some examples. Not every use or disclosure in a category will be listed. However, all of the ways I am permitted to use and disclose health information will fall within one of the categories.

Below are examples of uses and disclosures of protected health information for treatment, payment, and health care operations.

For treatment:

- I may contact you to remind you about appointments.
- I may use and disclose your health information to give you information about treatment alternatives or other health-related benefits and services.
- I may also provide information to health care providers outside my practice who are providing you care or for a referral. This will help them stay informed about your care.

For payment:

- If reimbursement is requested from your health insurance plan, they may request information from me about your medical care. Information provided to health plans may include your diagnoses, procedures performed, or recommended care.
- I bill you or the person you tell us is responsible for paying for your care if it is not covered by your health insurance plan.

For health care operations:

- Your medical records may be used to assess quality and improve services.
- Your medical records may be used and disclosed to review my qualifications and performance.
- I may use and disclose your information to conduct or arrange for services, including:
 - Medical quality review by your health plan,
 - Accounting, legal, risk management, and insurance services; and
 - Audit functions, including fraud and abuse detection and compliance programs

Some of the other ways that I may use or disclose your protected health information without your authorization are as follows.

- **Required by law:** I must make any disclosure required by state, federal, or local law.
- **Business Associates:** I contract with individuals and entities to perform jobs for me or to provide certain types of services that may require them to create, maintain, use, and/or disclose your health information. I may disclose your health information to a business associate, but only after they agree in writing to safeguard your health information. Examples include billing services, accountants, and others who perform health care operations for me.
- **Notification of family and others:** Unless you object, I may release health information about you to a friend or family member who is involved in your medical care. I may also give information to someone who helps pay for your care. I may tell your family or friends your condition and that you are in a hospital.
- **Public health and safety purposes:** As permitted or required by law, I may disclose protected health information:
 - To prevent or reduce a serious, immediate threat to the health or safety of a person or the public.
 - To public health or legal authorities:
 - To protect public health and safety.
 - To prevent or control disease, injury, or disability.
 - To report vital statistics such as births or deaths.
 - To report suspected abuse or neglect to public authorities.
- **Coroners, medical examiners, and funeral directors:** I may disclose protected health information to funeral directors and coroners consistent with applicable law to allow them to carry out their duties.
- **Organ-procurement organizations:** Consistent with applicable law, I may disclose protected health information to organ-procurement organizations (tissue donation and transplant) or persons who obtain, store, or transplant organs.
- **Food and Drug Administration (FDA):** For problems with food, supplements, and products, I may disclose protected health information to the FDA or entities subject to the jurisdiction of the FDA.
- **Correctional institutions:** If you are in jail or prison, I may disclose your protected health information as necessary for your health and the health and safety of others.

- **Law enforcement:** I may disclose protected health information to law enforcement officials as required by law, such as reports of certain types of injuries or victims of a crime, or when I receive a warrant, subpoena, court order, or other legal process.
- **Government health and safety oversight activities:** I may disclose protected health information to an oversight agency that may be conducting an investigation. For example, I may share health information with the Department of Health.
- **Disaster relief:** I may share protected health information with disaster relief agencies to assist in notification of your condition to family or others.
- **Military, Veteran, and Department of State:** I may disclose protected health information to the military authorities of U.S. and foreign military personnel; for example, the law may require me to provide information necessary to a military mission.
- **Lawsuits and disputes:** I am permitted to disclose protected health information in the course of judicial/administrative proceedings at your request, or as directed by a subpoena or court order.
- **National Security:** I am permitted to release protected health information to federal officials for national security purposes authorized by law.
- **De-identifying information:** I may use your protected health information by removing any information that could be used to identify you.

Uses and disclosures that require your authorization.

Certain uses and disclosures of your health information require your written authorization. The following list contains the types of uses and disclosures that require your written authorization:

- **Psychotherapy Notes:** if I record or maintain psychotherapy notes, I must obtain your authorization for most uses and disclosures of psychotherapy notes.
- **Marketing Communications:** I must obtain your authorization to use or disclose your health information for marketing purposes other than for face-to-face communications with you, promotional gifts of nominal value, and communications with you related to currently prescribed drugs, such as refill reminders.
- **Sale of Health Information:** disclosures that constitute a sale of your health information require your authorization.

In addition, other uses and disclosures of your health information that are not described in this Notice will be made only with your written authorization. You have the right to cancel prior authorizations for these uses and disclosures of your health information by giving me a written revocation. Your revocation does not affect information that has already been released. It also does not affect any action taken before we receive the revocation. Sometimes, you cannot cancel an authorization if its purpose was to obtain insurance.

This Notice is effective as of November 1, 2013.