*Jessica Veroline LLC with Medicine Horse LLC*

 *offered at*

*Silva Spirit Farm*

 *1600 Eagleville Road*

*Tiverton Rhode Island 02878*

HIPAA Notice of Privacy Practices

*Effective Date*: *August 2019*

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review this form carefully.

If you have any questions about this notice, please contact Jessica Veroline RI LICSW (Jessica Veroline LLC) at 401-267-2001 or Carol Ann Silva Equine Specialist (Medicine Horse LLC) at 401-640-7506.

**Our Obligations:**

We are required by law to:

* Maintain the privacy of protected health information
* Give you this notice of our legal duties and privacy practices regarding health information about you
* Follow the terms of our notice that is currently in effect

**How we may use and disclose health information:**

The following describes the ways we may use and disclose health information that identifies you (“Health Information”). Except for the purposes described below, we will use and disclose Health Information only with your written permission. You may revoke such permission at any time by writing to Jessica Veroline RI LICSW (Jessica Veroline LLC) or Carol Ann Silva Equine Specialist (Medicine Horse LLC).

***For Treatment***: We may use and disclose Health Information for your treatment and to provide you with treatment-related health care services. For example, we may disclose Health Information to people outside of our office such as doctors or other personnel, who are involved in your medical care and need the information to provide you with medical care.

***For Payment***. We may use and disclose Health Information so that we or others may bill and receive payment from you, an insurance company or a third party for the treatment and services you received. For example, we may give your health plan information about you so that they will pay for your treatment.

***Appointment Reminders:*** We may use and disclose Health Information to contact you to remind you that you have an appointment with us.

***Individuals Involved in Your Care or Payment for Your Care***. When appropriate, we may share Health Information with a person who is involved in your medical care or payment for your care, such as your family or a close friend. We also may notify your family about your location or general condition or disclose such information to an entity assisting in a disaster relief effort.

**SPECIAL SITUATIONS:**

***As Required by Law***. We will disclose Health Information when required to do so by international, federal, state or local law.

***To Avert a Serious Threat to Health or Safety***. We may use and disclose Health Information when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Disclosures, however, will be made only to someone who may be able to help prevent the threat.

***Business Associates***. We may disclose Health Information to our business associates that perform functions on our behalf or provide us with services if the information is necessary for such functions or services.

***Military and Veterans***. If you are a member of the armed forces, we may release Health Information as required by military command authorities. We also may release Health Information to the appropriate foreign military authority if you are a member of a foreign military.

***Public Health Risks***. We may disclose Health Information for public health activities, which includes reporting child or elder abuse or neglect.

***Health Oversight Activities***. We may disclose Health Information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

***Data Breach Notification Purposes.*** We may use or disclose your Protected Health Information to provide legally required notices of unauthorized access to or disclosure of your health information.

***Lawsuits and Disputes***. If you are involved in a lawsuit or a dispute, we may disclose Health Information in response to a court or administrative order. We also may disclose Health Information in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

***Law Enforcement***. We may release Health Information if asked by a law enforcement official if the information is: (1) in response to a court order, subpoena, warrant, summons or similar process; (2) limited information to identify or locate a suspect, fugitive, material witness, or missing person; (3) about the victim of a crime even if, under certain very limited circumstances, we are unable to obtain the person’s agreement; (4) about a death we believe may be the result of criminal conduct; (5) about criminal conduct on our premises; and (6) in an emergency to report a crime, the location of the crime or victims, or the identity, description or location of the person who committed the crime.

***Coroners, Medical Examiners and Funeral Directors***. We may release Health Information to a coroner or medical examiner. This may be necessary, for example, to identify a deceased person or determine the cause of death. We also may release Health Information to funeral directors as necessary for their duties.

***National Security and Intelligence Activities***. We may release Health Information to authorized federal officials for intelligence, counter-intelligence, and other national security activities authorized by law.

***Protective Services for the President and Others***. We may disclose Health Information to authorized federal officials so they may provide protection to the President, other authorized persons or foreign heads of state or to conduct special investigations.

***Inmates or Individuals in Custody***. If you are an inmate of a correctional institution or under the custody of a law enforcement official, we may release Health Information to the correctional institution or law enforcement official. This release would be if necessary: (1) for the institution to provide you with health care; (2) to protect your health and safety or the health and safety of others; or (3) the safety and security of the correctional institution.

**USES AND DISCLOSURES THAT REQUIRE US TO GIVE YOU AN OPPORTUNITY TO OBJECT AND OPT**

***Individuals Involved in Your Care or Payment for Your Care.*** Unless you object, we may disclose to a member of your family, a relative, a close friend or any other person you identify, your Protected Health Information that directly relates to that person’s involvement in your health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgment.

***Disaster Relief.*** We may disclose your Protected Health Information to disaster relief organizations that seek your Protected Health Information to coordinate your care, or notify family and friends of your location or condition in a disaster. We will provide you with an opportunity to agree or object to such a disclosure whenever we practically can do so.

Other uses and disclosures of Protected Health Information not covered by this Notice or the laws that apply to us will be made only with your written authorization. If you do give us an authorization, you may revoke it at any time by submitting a written revocation to Jessica Veroline RI LICSW (Jessica Veroline LLC) or Carol Ann Silva Equine Specialist (Medicine Horse LLC) and we will no longer disclose Protected Health Information under the authorization. But disclosure that we made in reliance on your authorization before you revoked it will not be affected by the revocation.

**YOUR RIGHTS**:

You have the following rights regarding Health Information we have about you:

***Right to Inspect and Copy***. You have a right to inspect and copy Health Information that may be used to make decisions about your care or payment for your care. This includes medical and billing records, other than psychotherapy notes. To inspect and copy this Health Information, you must make your request, in writing, to Jessica Veroline RI LICSW (Jessica Veroline LLC) or Carol Ann Silva Equine Specialist (Medicine Horse LLC). We have up to 30 days to make your Protected Health Information available to you and we may charge you a reasonable fee for the costs of copying, mailing or other supplies associated with your request. We may not charge you a fee if you need the information for a claim for benefits under the Social Security Act or any other state of federal needs-based benefit program. We may deny your request in certain limited circumstances. If we do deny your request, you have the right to have the denial reviewed by a licensed healthcare professional who was not directly involved in the denial of your request, and we will comply with the outcome of the review.

***Right to a Copy of Medical Records:*** You have the right to request that a copy of your record be given to you or transmitted to another individual or entity. We will make every effort to provide access to your Protected Health Information in the form or format you request, if it is readily producible in such form or format.

***Right to Get Notice of a Breach.*** You have the right to be notified upon a breach of any of your unsecured Protected Health Information.

***Right to Amend***. If you feel that Health Information we have is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for our office. To request an amendment, you must make your request, in writing, to Jessica Veroline RI LICSW (Jessica Veroline LLC) or Carol Ann Silva Equine Specialist (Medicine Horse LLC).

***Right to an Accounting of Disclosures***. You have the right to request a list of certain disclosures we made of Health Information for purposes other than treatment, payment and health care operations or for which you provided written authorization. To request an accounting of disclosures, you must make your request, in writing, to Jessica Veroline RI LICSW (Jessica Veroline LLC) or Carol Ann Silva Equine Specialist (Medicine Horse LLC).

***Right to Request Restrictions***. You have the right to request a restriction or limitation on the Health Information we use or disclose for treatment, payment, or health care operations. You also have the right to request a limit on the Health Information we disclose to someone involved in your care or the payment for your care, like a family member or friend. For example, you could ask that we not share information about a particular diagnosis or treatment with your spouse. To request a restriction, you must make your request, in writing, to Jessica Veroline RI LICSW(Jessica Veroline LLC) or Carol Ann Silva Equine Specialist (Medicine Horse LLC). We are not required to agree to your requestunless you are asking us to restrict the use and disclosure of your Protected Health Information to a health plan for payment or health care operation purposes and such information you wish to restrict pertains solely to a health care item or service for which you have paid us “out-of-pocket” in full. If we agree, we will comply with your request unless the information is needed to provide you with emergency treatment.

***Out-of-Pocket-Payments.*** If you paid out-of-pocket (or in other words, you have requested that we not bill your health plan) in full for a specific item or service, you have the right to ask that your Protected Health Information with respect to that item or service not be disclosed to a health plan for purposes of payment or health care operations, and we will honor that request.

***Right to Request Confidential Communications***. You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you by mail or at work. To request confidential communications, you must make your request, in writing, to Jessica Veroline RI LICSW (Jessica Veroline LLC) or Carol Ann Silva Equine Specialist (Medicine Horse LLC). Your request must specify how or where you wish to be contacted. We will accommodate reasonable requests.

***Right to a Paper Copy of This Notice***. You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time.

**CHANGES TO THIS NOTICE:**

We reserve the right to change this notice and make the new notice apply to Health Information we already have as well as any information we receive in the future. We will provide you with an updated paper copy of this notice. The notice will contain the effective date on the first page, in the top right-hand corner.

**COMPLAINTS:**

If you believe your privacy rights have been violated, you may file a complaint with: Jessica Veroline RI LICSW (Jessica Veroline LLC) or Carol Ann Silva Equine Specialist (Medicine Horse LLC) or Rhode Island Social Work Board or with Eric J Beane Secretary of the Rhode Island Executive Office of Health and Human Services. You will not be penalized for filing a complaint.

Contacts:

Jessica Veroline RI LICSW (Jessica Veroline LLC) Phone number: 401-267-2001

Carol Ann Silva Equine Specialist (Medicine Horse LLC) Phone number: 401-640-7506

Rhode Island Social Work Board phone number: 401-222-5960

Rhode Island Social Work Board Website: http://health.ri.gov/licenses/detail.php?id=245#one

Eric J Beane Secretary of the Rhode Island Executive Office of Health and Human Services: 401-462-5274 (EOHHS Main Phone Line)

Executive Office of Health and Human Services Website: http://www.eohhs.ri.gov/ContactUs/ContactInformation.aspx

By signing this notice, this means that I have received, read and understand Jessica Veroline LLC with Medicine Horse LLC offered at Silva Spirit Farm HIPPA Notice of Privacy Practices.

Client Printed Name and Date

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Parent or Guardian Printed Name and Date

Parent or Guardian Signature and Date