

# PRIORITY COUNSELING LLC

## HIPAA STATEMENT

The purpose of this privacy 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.

Protected Health Information (PHI) includes personal information relating to your past, present and future medical or mental health condition. In accordance with the Privacy Rule and Health Insurance Portability and Accountability Act of 1993 (HIPAA), Priority Counseling LLC has established a policy to guard against unnecessary disclosure of your health information. This notice is effective May 1, 2021.

**Priority Counseling LLC may use and disclose health information about you in the following ways:**

- **To Provide Treatment:**  
Priority Counseling LLC may use your PHI to provide care to you and disclose your health information to others who provide care to you. This may include consultation or supervision with other therapists or treatment team members. This consultation or supervision would occur to assist in determining the best treatment options for you.
- **To Obtain Payment:**  
Priority Counseling LLC may include your PHI in invoices to collect payment from third parties for the services you receive. Priority Counseling LLC may be required by your health insurer to provide information regarding your health care status to determine eligibility of benefits, receive prior authorization, and reimbursement for services.
- **When Legally Required:**  
Priority Counseling LLC may have to make disclosures of your PHI when required by state or federal law without your authorization. Information is disclosed to legal authorities for the purposes of maintaining compliance with the Privacy Rule. Priority Counseling LLC also has to report to legal authorities suspected child abuse or neglect, domestic violence, possible attempts or thoughts of endangering self or others, or a response to a court order. Additionally, Priority Counseling LLC is required to disclose your PHI if you are a victim of a crime or in order to report a crime.
- **Without Authorization**  
Priority Counseling LLC will not use or disclose your PHI not specifically permitted by law unless given authorization.

**Client's right in regards to PHI:**

- **Right to Request Restrictions:**  
Priority Counseling LLC privacy policy provides our clients with the right to request restrictions on certain uses and disclosures of your PHI. Our clients have the right to

request a limit on Priority Counseling LLC's disclosure of client's PHI to someone who is involved in client care or payment. However, Priority Counseling LLC is not required to agree to the client's request. Clients who wish to make a request for restrictions should contact Priority Counseling LLC at (414) 797-9075.

- **Right to Receive Confidential Communication:**  
Priority Counseling LLC privacy policy provides clients with the right to request their therapist to communicate with them in a certain way to protect confidentiality. For example, the client may ask that Priority Counseling LLC only conduct communications pertaining to clients PHI with them privately with no other family members present.
- **Right to Inspect and Copy Your PHI:**  
Priority Counseling LLC privacy policy provides our clients with the right to inspect and copy your PHI, including billing. However, this right does not necessarily apply to psychotherapy notes or information gathered for judicial procedures. In the event that the client would like to inspect their PHI, they should arrange a meeting with their therapist to review their records in our offices.
- **Right to an Accounting of Your PHI:**  
Priority Counseling LLC privacy policy provides our clients with the right to request an accounting of disclosures of client's PHI made by Priority Counseling LLC for certain purposes which may include disclosures required by law and disclosures made for research. This request for an accounting must be made in writing and should specify the time period for the accounting. Priority Counseling LLC will provide the first accounting of a request during any 12-month period without charge. Subsequent accounting requests may be subject to a reasonable fee.
- **Right to a Paper Copy of this Notice:**  
Priority Counseling LLC provides our clients with the right to receive a paper copy of this notice at any time, even if you have received this notice previously.

#### **Grievance Procedures:**

Priority Counseling LLC clients have the right to express complaints to Priority Counseling LLC or to legal authorities if they believe that their rights have been violated. Priority Counseling LLC encourages our clients to express any concerns they may have regarding the privacy of their PHI. Our clients will not be retaliated against in any way for filing a complaint.

Priority Counseling LLC clients can express their concerns to their therapist at the initial stage of resolution. In the event that the client's concerns are not resolved, the client should express their concerns in writing to the Client Rights office via email [DHSDCTSCRO@dhs.wisconsin.gov](mailto:DHSDCTSCRO@dhs.wisconsin.gov).