

HIPAA Notice of Privacy Practices

Health Insurance Portability and Accountability Act of 1996

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.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law designed to protect your privacy whenever your healthcare providers, like the International Board Certified Lactation Consultant (IBCLC), have to discuss your case, or send information about you to different offices. Harmony Lactation is required to keep a recorded file of our consult, but the private, protected health information (PHI) in it will be kept confidential. Your IBCLC can freely share all the details of your personal health information for purposes of "treatment, payment and healthcare operations." That means the IBCLC can talk to you about your situation and discuss it with your healthcare providers. If you are referred to other specialists, the IBCLC can send the information to them. The IBCLC can also share information with your insurance company as it is required. The law also requires Harmony Lactation to share your information under other very specific situations; for example, if a subpoena has been served to this office to turn over medical records, or a federal agency is investigating a complaint that we have not been protecting your privacy. Any other time the IBCLC shares your personal health information must be within your specific, written authorization first. For example, you might want Harmony Lactation to send information about your consultation to the Human Resources Department at your work so they can reimburse you under their corporate lactation support program. When you give Harmony Lactation permission to turn over information about you, we can give the minimum amount of information necessary.

In the event that there are other instances where the IBCLC may wish to share your information, you will be asked to consent to each instance separately. You may choose not to consent to any or all of this additional sharing. Under HIPAA, the IBCLC can call or write you to remind you to come back for an appointment or to tell you how you can get a product or service that might interest you.

You have four rights under HIPAA:

1. Access: You can ask the IBCLC to see all of your protected health information (PHI) that she has on file.
2. Amendment: You can ask the IBCLC to make changes to your files to amend inaccurate PHI.
3. Disclosure Accounting: You can ask to whom the IBCLC has given your PHI.
4. Restriction Request: You can put limits on the IBCLC's use and sharing of your PHI.

It is the duty of Harmony Lactation, under HIPAA, to give you this notice, so you understand that we have promised to keep your PHI confidential.

If this notice is amended, we will make a copy available to you.

You can make a complaint if you think your privacy has not been protected. We have a duty to attempt to address the situation. If we cannot address the situation adequately, you can go to the Office of Civil Rights (OCR) of the Health and Human Services Department and ask that a formal investigation be made. You cannot be penalized for making a complaint. You can get all the details from the OCR by calling 1-800-368-1019 or file a complaint at <http://www.hhs.gov/ocr/privacy/hipaa/complaints/index.html>

Your signature confirms that you have access to this HIPAA Notice of Privacy Practices and have read and understood it.

Client	
X	
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Print name:	Date: