

NOTICE OF PRIVACY PRACTICES

The contents of a counseling intake, or assessment are considered to be confidential. Neither verbal information nor written records about a client can be shared with another party without the written consent of the client or the client's legal guardian. It is the policy of RPP not to release any information about a client without a signed release of information. Major exceptions may include:

Duty to Warn and Protect

When a client discloses intentions or a plan to harm another person, the health care professional is required by law to warn the intended victim and report this information to legal authorities. In cases in which the client discloses or implies a plan for suicide, the health care professional is required to notify legal authorities and make reasonable attempts to notify the family of the client.

Abuse of Children and Vulnerable Adults

If a client states or suggests that he or she is abusing a child (or vulnerable adult) or has recently abused a child (or vulnerable adult), or a child (or vulnerable adult) is in danger of abuse, the health care professional is required to report this information to the appropriate social service agency and/or legal authorities.

Prenatal Exposure to Controlled Substances

Health care professionals are required to report admitted prenatal exposure to controlled substances that are potentially harmful.

Professional Misconduct

Professional misconduct by a health care professional must be reported by other Health care professionals. In cases in which a professional or legal disciplinary meeting is being held regarding the health care professional's actions, related records may be released in order to substantiate disciplinary concerns.

Court Orders

Health care professionals are required to release records of clients when a court order has been issued.

Privacy Violations

Suspected violation of 42 CFR part 2 may be reported to the U.S. Attorney's Office for the judicial district in which the violation occurred; if the violation is by an opioid treatment program, the report may also be made to the SAMHSA office responsible for opioid treatment program oversight.

Other Provisions

When fees for services are not paid in a timely manner, collection agencies may be utilized in collecting unpaid debts. The specific content of the services (e.g., diagnosis, treatment plan, case notes, testing) is not disclosed. If a debt remains unpaid it may be reported to credit agencies, and the client's credit report may state the amount owed, time frame, and the name of the billing entity.

Insurance companies and other third party payers are given information that they request regarding services to clients. Information, which may be requested, includes services, dates/times of services, diagnosis, treatment plan, description of impairment, progress of therapy, case notes, and summaries.

Information about clients may be disclosed in consultations with other professionals in order to provide the best possible treatment. In such cases the name of the client, or any other identifying information, is not disclosed. Clinical information about the client is discussed.

When significant others are included in sessions, all notes are kept in the identified client's file.