



NOTICE OF PRIVACY PRACTICES

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

Norwood Psychological Group is federally mandated to maintain the privacy of your medical information and wants you to know about our practices for protecting your health information.

Norwood Psychological Group is required to abide by the terms of this notice. The medical information we maintain may come from you or treatment providers and other medical records that have been legally authorized for release to us. The medical information we record and maintain is known as Protected Health Information, or PHI. We will not use or disclose your PHI without your permission, except as described in this notice.

Although we are not engaged in a treatment relationship with you, we do collect medical information for diagnostic assessments that may be part of a legal proceedings. Evaluations are most frequently requested in civil or criminal cases by:

1. Courts
2. Plaintiff attorneys
3. Prosecutors or District Attorneys
4. Defense attorneys
5. Parole or probation departments
6. Administrative bodies e.g. licensure boards, workers compensation, Social Security
7. Insurance Companies,
8. Employers

Court, prosecutor, and opposing counsel requested evaluations are not confidential as reports have to be submitted and testimony may be required. You will be notified at the outset of the interview if the interview is confidential and to whom a report will be sent. Reports that are court-ordered are usually sent to the judge of the court and then are distributed to both defense and prosecution attorneys (and both sides in a civil case). Such reports/testimony may become part of the public record if they are entered into evidence. Reports requested by your attorney are initially protected under the attorney-client privilege and requested by your attorney are initially protected under the attorney-client privilege and only if you and your attorney agree that the report will be useful will a report be prepared and submitted to your attorney. If you and your attorney agree that the report should be used in the case it will be made available to the judge and opposing counsel. The report/testimony may then be entered as evidence and may become part of the public record.

USES AND DISCLOSURES:

In general, it is our policy to obtain written authorization for release of information prior to making a disclosure. However, your written authorization is not required to submit reports prepared in response to a court order. You may revoke an authorization at any time, except to the extent that we have already acted on it. Unlike medical treatment records the federal privacy rule does not give you the right of access to our reports that are prepared for use in a civil, criminal, or administrative action prior to their submission.



Norwood Psychological Group

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Our Service functions usually as a team with individual evaluators consulting with other professionals (psychiatrists, psychologists, social workers and nurses) to be sure that comprehensive and complete evaluations are being performed. All the members of Norwood Psychological Group are bound by the same confidentiality as the primary evaluator.

We may use your Protected Health Information (PHI) with our authorization for:

- ❖ Payment, e.g., your employer or insure to bill for your healthcare services
- ❖ Healthcare operations, e.g., to internal staff for evaluation of the quality of services provided
- ❖ Reminding you of appointments

Other permitted disclosures of your Protected Health Information (PHI without authorization might include the following:

- ❖ Disclosures required by law, e.g., to the Department Family and Child Services when a law requires that we report suspected abuse or neglect
- ❖ Preparation of a Medical Research protocol or plan, e.g. to look at records to determine if the research project should proceed
- ❖ Public Health, e.g., mandated reporting of disease, injury or vial statistics
- ❖ To avert a serious threat to the health or safety of you or others
- ❖ As a response to a court order, e.g. a judge orders specific portions of your record as a result of a legal matter
- ❖ If deceased, limited information to coroners, medical examiners or funeral directors

HOW YOU CAN REPORT A PROBLEM?

If you believe your privacy rights have been violated, you may file a complaint by writing to: Norwood Psychological Group 200 West Campground Road McDonough, Georgia 30253. You may also file a complaint with the Secretary of the Department of Health and Human Services. **You will not be penalized for filing a complaint.**

We reserve the right to change our practices and to make the new provisions effective for all medical information we maintain. Should our medical information practices change, we will amend this notice and post a notice of the changes, which will be made available to anyone upon request. This notice is effective as of July 1, 2015.

I have received a copy of the HIPPA notice and had an opportunity to discuss it with the therapist/evaluator.

Printed Client Name

Date

Signature Parent/Guardian or Client (18yrs or older)

Date

Printed Name NPG representative

Date