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**Notice of Privacy Practices (HIPAA)**

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.

Protecting patient privacy is an important element of the trust between me and

my patients, and an important legal and ethical obligation. I am deeply committed

to protecting patients’ rights to privacy, and to safeguarding patient information.

My Responsibilities:

I am required to maintain the privacy of your Protected Health Information

(Health Information). This includes medical information about you that is

collected during the course of your treatment, such as your symptoms,

examination and test results, diagnoses, treatment, and a plan for future care.

Information about care that you have received from other providers may also be

included in your medical record at my office. Health Information also includes

demographic information and payment information.

**I am required by law to provide you with this Notice of Privacy Practices**.

This Notice describes how I use your Health Information, and disclose (share) it

with others. I must abide by the terms of the Notice currently in effect. I reserve

the right to change the terms of my Notice and to make the new Notice

provisions effective for all Health Information that it maintains. I will post my

current Notice in a prominent location in each of my practice sites.

I. Uses and Disclosures of your Health Information:

The following are examples of the types of uses and disclosures of your Health

Information that I am legally permitted to make.

A. Uses and Disclosures of Health Information for Treatment, Payment and

Operations:

Your Health Information may be used and disclosed as necessary for me to

obtain reimbursement for care provided to you, and to support the operation of

my practice.

1. Treatment:

I may use your Health Information to provide and manage your health care. If I

refer you for other treatment --for example to another clinician or hospital --I will

provide that health care provider with the necessary information to diagnose or

treat you. In addition, I may share your Health Information with other health care

providers who may consult with me about your care. I believe this is critical to

provide you the very best in health care and is necessary given the complexities

of various illnesses and health conditions. Massachusetts law requires that I

obtain your specific written authorization for the use or disclosure of the above

information.

2. Payment:

I may use and disclose your Health Information, as needed, to obtain payment

for health care services. I may disclose information to your insurance company or

third party payer in order to make sure your treatment is approved, to verify

eligibility or coverage for insurance benefits, and to permit the payer to review

services provided to you for medical necessity. For example, I may need to share

relevant Health Information to your health plan to obtain approval for continuing

authorizations.

3. Healthcare Operations:

I may use or disclose your Health Information in order to conduct my business of

providing health care. These health care operations may include quality

assessment, credentialing and various other activities that are necessary to run

my practice and to improve the quality and cost effectiveness of the care that I

deliver to you. Some of these business operations may be performed by outside

parties (Business Associates) on my behalf. My Business Associates must agree

to maintain the confidentiality of your Health Information.

In addition, I may also provide you with information about treatment alternatives

or other health-related benefits, products and services that may be beneficial to

you, again with the hopes of improving your health and welfare.

B. Other Permitted and Required Uses and Disclosures of Your Health

Information:

In addition to treatment, payment and healthcare operations, there are other

circumstances in which I am either permitted or required to disclose your Health

Information, in accordance with applicable law.

1. Involvement of Others in Your Health Care:

I will make an effort to ask you if I may share relevant Health Information about

you with family members or any other person you identify. If you are not present,

unable to communicate, or in an emergency situation, I may exercise my

professional judgment to determine whether to share this information. In addition,

I may need to disclose Health Information to notify a family member or any other

person responsible for your care of your location, general condition or death.

Finally, I may disclose your Health Information to an authorized public or private

entity to assist in disaster relief efforts, and to coordinate efforts to notify

someone on your behalf. Please be assured I will only do so if absolutely

necessary and in the event of an emergency or disaster.

2. Public Health:

I may disclose your Health Information for public health activities, including the

following:

-to report Health Information (e.g., infectious diseases, such as chickenpox) to

prevent or control disease, injury, or disability

-to report births and deaths

-to report reactions to medications or problems with products

-to notify a person who may have been exposed to a communicable disease, or

may be at risk for contracting or spreading the disease

Massachusetts law requires that I obtain your specific written authorization for

the use or disclosure of the above information.

3. Victims of Abuse. Neglect or Domestic Violence:

If I reasonably believe you are a victim of abuse, neglect or domestic violence, I

may disclose your Health Information to an appropriate agency authorized by law

to receive such reports. Massachusetts law requires that I obtain your specific

written authorization for the use or disclosure of the above information unless you

are a minor child, disabled, or over the age of 65.

4. Health Oversight:

I may be required to disclose Health Information to a health oversight agency for

audits, investigations, inspections, and other health oversight activities. Oversight

agencies include government agencies that oversee the health care system,

government benefit programs, other government regulatory programs and civil

rights laws.

5. Legal Proceedings:

I may be required to disclose Health Information in the course of any judicial or

administrative proceeding in response to a legal order or other lawful process,

including a subpoena.

6. Law Enforcement:

I may be required to disclose Health Information for law enforcement purposes.

7. Coroners, Funeral Directors, and Organ Donation:

I may be required to disclose Health Information to a coroner or medical

examiner to identify a deceased person or to determine the cause of death. I may

also disclose Health Information to a funeral director or their designee, as

necessary to carry out their duties. Health Information may also be disclosed to

organizations that facilitate organ, eye or tissue donation and transplantation.

8. Research:

I may use or disclose Health Information for research that is approved by an

Institutional Review Board when written permission is not required by Federal or

State law. This may include preparing for research or telling you about research

studies in which you might be interested.

9. To avert a serious threat to health or safety:

I may be required to use and disclose Health Information to prevent or lessen a

serious threat to a person's or the public's health or safety.

10. Specialized Government Functions:

Under certain circumstances, I may be required to disclose Health Information to

units of the government with special functions, such as the U.S. military or the

U.S. Department of State.

11. Workers Compensation:

I may use and disclose Health Information as required to comply with workers

compensation laws, and other programs that provide benefits for work-related

injuries or illnesses.

12. Required By Law:

I may be required to use or disclose your Health Information to the extent that the

use or disclosure is required by federal, state or local law. This includes any

other law not already referred to in the preceding categories. The use or

disclosure will be made in compliance with the law and will be limited to the

relevant requirements of the law.

C. Uses and Disclosures of Health Information Based upon Your Written

Authorization

Uses and disclosures of your Health Information, other than those described

above, will be made only with your written authorization. For example, you will

need to sign an authorization form before I can send your Health Information to

your life insurance company. I will also obtain your written authorization prior to

using your Health Information to send you any marketing materials. You may

revoke your authorization at any time, in writing, except to the extent that I have

taken any action in reliance on the authorization.

***In addition, federal and Massachusetts laws require that I obtain your***

***specific written authorization for the use or disclosure of certain***

***information about you. This information includes psychotherapy process***

***notes as defined by federal law; communications with certain behavioral***

***health professionals; communications between domestic violence victims***

***and domestic violence counselors, and between sexual assault victims and***

***sexual assault counselors; and information related to substance abuse***

***treatment, HIV testing or test results, treatment of sexually transmitted***

***diseases, and genetic testing or test results. These laws supercede***

***anything similar in this notice.***

II. Your Individual Rights:

Although your medical record at the private practice of Dr. Dawn Balcazar is my

property, the Health Information it contains belongs to you. The following is a

statement of your rights with respect to your Health Information, and a brief

description of how you may exercise these rights.

A. You have the right to inspect and copy your Health Information.

At any time, you may inspect and obtain a copy of Health Information about you,

including your medical and billing record, which may be used to make decisions

about your care. Under limited circumstances I may limit your access to all or

certain portions of your record. This includes, but is not limited to, psychotherapy

process notes, or information compiled in reasonable anticipation of, or use in, a

civil, criminal, or administrative action or proceeding. If you are denied access to

portions of your record, in some circumstances you may have a right to have this

decision revised. All requests to access your record must be made in writing to

the Medical Records department, and will be processed within 30 days. If you

request a copy of your records, I may charge you a fee to cover the copying and

mailing costs.

B. You have the right to request an amendment of your Health Information.

You may request that I amend your treatment and billing information if you think

the information is incorrect or incomplete, for as long as I maintain the

information. If for some reason I deny your request, I must give you a written

statement with the reasons for the denial, and what other steps are available to

you. Please don’t hesitate to contact me if you have questions about amending

your medical or billing record.

C. You have the right to request a restriction of your Health Information.

You have the right to ask for restrictions on the use and sharing of your health

information for treatment, payment, or health care operations. I am not required

to agree to your request. If I do, I must put the restriction in writing and abide by

it, except if you need to be treated in an emergency. You may not ask me to

restrict uses and sharing of information that I am legally required to make. All

requests must be in writing to me as a solo practitioner Privacy Officer.

D. You have the right to request to receive communications from me by

alternative means or at an alternative location.

I will make every effort to accommodate requests, provided you supply a valid

alternative address or other method of contact. In certain cases I may need to

contact you and may do so at the original address or phone number if attempts to

contact you at the alternative locations are not successful.

E. You have the right to receive an accounting of certain disclosures I have

made, if any, of your Health Information.

This right applies to disclosures for purposes other than treatment, payment or

healthcare operations as described in this Notice. It does not apply to disclosures

I may have made to you, that are authorized by you, information provided to

family members or friends about your care, or for notification purposes. You have

the right to receive specific information regarding disclosures made by me that

occurred after April 14, 2003. You can request an accounting of disclosures for a

period up to six years, but only for disclosures made after April 14, 2003. The

right to receive this information is subject to certain exceptions, restrictions and

limitations. Requests must be made to my office in writing, and I will respond to

your request within 60 days.

F. You have the right to a paper copy of this notice which I will provide to you.

III. Effective Date: This Notice is effective on April 14, 2003.

IV. Complaint Process:

If you believe I have violated your privacy rights, please communicate your

concerns to me at my office where you receive care. You may also send a written

complaint to the Director, Office for Civil Rights of the U.S. Department of Health

and Human Services, Hubert H. Humphrey Bldg., 200 Independence Ave., S.W.,

Washington, DC 20201. I will not retaliate against you if you file a complaint

about my privacy practices, nor will it affect your rights or status as my patient. I

will make every effort to respond to your concerns immediately and

professionally.

You may contact me in my capacity of Privacy Officer at (508) 740-5175 for

further information about the complaint process or my privacy practices. The

mailing address is: Dr Dawn Balcazar, 17 Cottage Street, Wellesley, MA 02482

I have received a copy of the Notice of Privacy Practices (HIPAA) from

Dr. Dawn Balcazar, Dr Dawn Balcazar, 17 Cottage Street, Wellesley, MA 02482.

Print Name

Sign Name

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_