



Jessica & Michael
Counseling and Consulting LLC

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Dear Client,

Please find attached copy of Jessica & Michael Counseling and Consulting LLC Notice of Privacy Practices Form. This follows the **Health Insurance Portability & Accountability Act of 1996 (HIPAA)**. This Federal law requires that all mental health professionals notify clients of how their mental health information is protected and how it may be utilized. Florida law regarding psychotherapy is much more stringent than Federal guidelines. HIPPA allows more stringent state laws to supersede where conflict between the two may exist.

Please review the attached document and complete and sign that you acknowledge and understand the **Notice of Privacy Practices**.

If you have any questions or concerns regarding Jessica & Michael Counseling and Consulting LLC privacy practices or HIPAA information, please contact your therapist before your first initial appointment.

Thank you for your cooperation in this matter.

Sincerely,

Jessica Turner, MS, LMHC, CATP, CCTP-II

Michael Kyser, MA, LMHC, CCTP-II

Jessica & Michael Counseling and Consulting LLC

Notice of Privacy Practices for Jessica & Michael Counseling & Consulting LLC As of August 2020

***NOTICE DESCRIBES HOW MENTAL HEALTH INFORMATION ABOUT YOU IS PROTECTED, HOW IT MAY BE UTILIZED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE MAKE SURE YOU REVIEW ALL INFORMATION BEFORE SIGNING. ***

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) requires all mental health records and other individually identifiable health information "Protected Health Information (PHI)" used or disclosed to us in any form, whether electronically, on paper, or orally, be kept confidential. This federal law gives you, the client, important rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal mental health information. As required by HIPAA, we have prepared this reasoning of how we are ordered to maintain the privacy of your PHI and how we may use and disclose all related mental health information.

Without getting specific written authorization of what you may not want disclosed, we are permitted to use and disclose your mental health records for the purposes of treatment, payment, and health care operations.

- Treatment means providing, coordinating, or managing mental health care and related services by one or more mental health services. Examples of the therapy you would receive at Jessica & Michael Counseling and Consulting LLC would include individual psychotherapy, couple & family therapy, child therapy with play, accelerated resolution therapy, and eating disorder therapy.
- Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be billing your insurance company for your services, or third-party person responsible.
- Health Care Operations include the business facet of running Jessica & Michael Counseling and Consulting LLC, such as determining the validity & reliability of assessment tools, auditing fees related to applicable services provided, and client satisfaction of practice and therapist.

Furthermore, your confidential information could be used to remind you of an appointment (by phone, which could include voicemail or text, or by email) or provide you with information about treatment options or other health-related services. Jessica & Michael Counseling and Consulting LLC could use and disclose your Personal Health Information when we are required to do so by federal, state, or local law. We, at Jessica & Michael Counseling and Consulting LLC take your privacy serious and are committed to keeping your information confidential. There are a few exceptions to this where the therapist serves as a mandated reporter. In the event there are concerns for intent to harm yourself, harm someone else, or in the case of abuse and/or neglect of a child or elderly; your therapist is mandated to report that to the proper authorities. Other times where your Personal Health Information could be



disclosed to a health oversight agency for activities authorized by law included but not limited to: response to a court or administrative order, if you are involved in a lawsuit or similar proceeding; response to a discovery request, subpoena, or other lawful process by another party involved in the dispute, but only if we have made an effort to inform you of the request or to obtain an order protecting the information the party has requested. Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing, and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

We are required to follow the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all Protected Health Information that we maintain. Revisions to our Notice of Privacy Practices will be submitted on the effective date and you may request a written copy of the revised notice from Jessica & Michael Counseling and Consulting LLC. You have the right to file a formal, written complaint with us or with the Florida Board of Clinical Social Work, Marriage & Family Therapy, and Mental Health Counseling on the Florida Department of Health's website <http://www.floridahealth.gov/>, in the event you feel your privacy rights have been violated.