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Notice of Psychologist's Policies and Practices to Protect the Privacy of Your Health Information

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

1. Uses and Disclosures for Treatment, Payment, and Health care Operations

I may use or disclose your protected health information (PHI) for treatment, payment, and health care operation with your written authorization. To help clarify these terms, here are some definitions:

- PHI – refers to information in your health record that could identify you
- “Treatment, Payment and Health Care Operations”
 1. “Treatment” is when I provide, coordinate, or manage your health care and other services related to your health care. An example of treatment would be when I consult with another health care provider, such as your family physician or another psychologist.
 2. “Payment” is when I obtain reimbursement for your health care. Examples of payment are when I disclose your PHI to your health insurer to obtain reimbursement for your health care or to determine eligibility for coverage.
 3. “Health Care Operations” – are activities that relate to the performance and operation of my practice. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.
- “Use” applies only to activities within my office such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
- “Disclosure” applies to activities outside of my office, such as releasing, transferring, or providing access to information about you to other parties.
- “Authorization” is your written permission to disclose confidential mental health information. All authorizations to disclose must be on a specific legally required form.

2. Other Uses and Disclosures Regarding Authorization

I may use or disclose PHI for purposes outside of treatment, payment or health care operations when your appropriate authorization is obtained. In those instances when I am asked for information for purposes outside of treatment, payment or health care operations, I will obtain an authorization from you before releasing this information. I will also need to obtain an authorization before releasing your Psychotherapy Notes. “Psychotherapy Notes” are notes I have made about our conversations during a private, group, joint or family counseling session, which I have kept separate from the rest of your record. These notes are given a greater degree of protection than PHI.

You may revoke all such authorization (of PHI or Psychotherapy Notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that 1) I have relied on that authorization, or 2) if the authorization was obtained as a condition of obtaining insurance coverage, law provides the insurer the right to contest the claim under the policy.

3. Uses and Disclosures without Authorization

I may use or disclose PHI without your consent or authorization in the following circumstances (If at all possible, I will discuss this disclosure with you before it happens)

- Child Abuse – If I have reasonable cause to believe a child known to me in my professional capacity may be an abused child or a neglected child, I must report this belief to the appropriate authorities.
- Adult and Domestic Abuse – If I have reason to believe that an individual (who is protected by state law) has been abused, neglected, or financially exploited, I must report this belief to the appropriate authorities.
- Health Oversight Activities – I may disclose protected health information regarding you to a health oversight agency for oversight activities authorized by law, including licensure or disciplinary actions.
- Judicial and Administrative Proceedings – If you are involved in a court proceeding and a request is made for information by any party about your evaluation, diagnosis and treatment and the records thereof, such information is privileged under state law and I will not release such information without a court order. I can release the information directly to you on your request. Information about all other psychological services is also privileged and cannot be released without your authorization or a court order. The privilege does not apply when you are being evaluated for a third party or where the evaluation is court ordered. You must be informed in advance if this is the case.

- Serious threat to Health or Safety – If you communicate to me a specific threat of imminent harm against another individual or if you communicate to me a specific threat of imminent danger to yourself, I must report this to the appropriate authorities.
- Worker’s Compensation – I may disclose PHI regarding you as authorized by and to the extent necessary to comply with laws regarding Worker’s Compensation or other similar programs, established by law, that provide benefits for work-related injuries or illness without regard to fault.

4. Patient’s Rights and Psychologist’s Duties

Patient’s Rights

- Right to Request Restriction – You have the right to request restrictions on certain uses and disclosure of PHI. However, I am not required to agree to a restriction you request.
- Right to Receive Confidential Communication by Alternative Means and at Alternative Locations – You have the right to request and receive confidential communications of PHI by alternative means and at alternative locations. (for example, you may not want a family member to know that you’re seeing me. On your request, I will send your bills to another address).
- Right to Inspect and Copy – You have the right to inspect or obtain a copy (or both) of PHI in my mental health and billing records used to make decisions about you for as long as PHI is maintained in the records and psychotherapy notes. On your request, I will discuss with you the details of the request for access process.
- Right to Amend – You have the right to request and amendment of PHI as long as the PHI is maintained in the record. I may deny your request. ON your request, I will discuss with you the details of the amendment process.
- Right to an Accounting – You generally have the right to receive an accounting of disclosure of PHI. On your request, I will discuss with you the details of the accounting process.
- Right to a Paper Copy- You have the right to obtain a paper copy of the notice from me upon request, even if you have agreed to receive the notice electronically.

Psychologist’s Duties

- I am required by law to maintain the privacy of PHI and to provide you with a notice of my legal duties and privacy practices with respect to PHI.
- I reserve the right to change the privacy policies and practices described in this notice. Unless I notify you of such changes, however, I am required to abide by the terms currently in effect.

5. Complaints

If you are concerned that I have violated your privacy rights, or you disagree with the decision I made about access to your records, you may contact me, Annette Vaillancourt, Ph.D. in writing at 231 W. Main, 2W, Carbondale, IL 62901.

You may also send a written complaint to the U.S. Department of Health and Human Services. The person listed above can provide you with the appropriate address upon request.

6. Effective Date, Restrictions, and Changes to Privacy Policy

This notice will go into effect immediately.

I reserve the right to change the terms of this notice and to make the new notice provisions effective for all PHI that I maintain. I will provide you with a revised notice by mail or provide you a copy in person.

7. Acceptance

I have read and understood the above.

Client

Date

Witness

Date

Parent/Guardian

Date