



Insideout Living

**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.**

### **NOTICE OF PRIVACY PRACTICES**

**Our commitment to your privacy:**

**Our practice is dedicated to maintaining the privacy of your personal health information as part of providing professional care. We also are required by law to keep your information private. These laws are complicated, but we must give you this important information. This notice is a shorter version of the full, legally required NPP and you may have a copy of this to read and refer to for more information. However, we can't cover all possible situations so please talk to us about any questions or problems.**

**We will use the information about your health, which we get from you or from others, mainly to provide you with treatment, to arrange payment for our services and for some other business activities, which are called in the law, health care operations. After you have read this NPP, we will ask you to sign a Consent Form to let us use and share your information. If you do not consent and sign this form, we cannot treat you.**

**If we, or you, want to use or disclose (send, share, release) your information for any other purposes, we will discuss this with you and ask you to sign an Authorization Form to allow this.**

**Of course, we will keep your health information private but there are sometimes when laws require us to use or share it. For example:**

- 1. When there is a serious threat to your health and safety or the health and safety of another individual or the public. We will only share information with a person or organization who is able to help prevent or reduce the threat.**
- 2. Some lawsuits and legal or court proceedings.**
- 3. If a law enforcement official requires us to do so.**
- 4. For Workers Compensation and similar benefit programs.**

**There are some other situations like these that don't happen very often. They are described in the longer version of the NPP.**