



NOTICE OF PRIVACY PRACTICES

Uses and Disclosures of Protected Health Information

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.

Individually identifiable health information about your past, present, or future health or condition, the provision of health care to you, or payment for the health care is considered "Protected Health Information" (PHI). We are required to extend certain protections to your PHI, and to give you this notice about our privacy practices that explains how, when, and why Hannigan Counseling Center, PLLC (hereafter referred to as HCC) may use or disclose your PHI. HCC will use or disclose only the minimum necessary PHI, except where HCC is legally required to do otherwise. HCC is required to follow the privacy practices described in this notice, though we reserve the right to change our privacy practices and the terms of this notice at any time and in accordance with applicable state laws. If changes are made, you will be notified and given a new copy of the privacy policy. You may request a copy of the new notice from Hannigan Counseling Center, PLLC at any time.

We will not use or disclose your health information without your consent or authorization, except as described in this notice or otherwise required by law. Other uses and disclosures not described in this notice will be made only with your written consent.

Examples of How We May Use or Disclose Your Protected Health Information:

When Required By Law – Hannigan Counseling Center, PLLC may disclose PHI when a law requires that we report information about suspected abuse, neglect or domestic violence, or relating to suspected criminal activity, or in response to a court order. We must also disclose PHI to authorities that monitor compliance with these privacy requirements. A civil or criminal proceeding involving you may also require us to disclose PHI about you by a court or administrative order. We may also be required to report or disclose private health information to a Workers Compensation claims carrier.

Treatment – Hannigan Counseling Center, PLLC may use your health information for treatment. For example, your clinician will record information in your record to diagnose your condition and determine the best course of treatment for you. Documentation will include every contact that is made between you and Hannigan Counseling Center, PLLC, including therapy sessions and phone/email exchanges. Additionally, protected health information may be utilized in consultation with other appropriate professionals for the purposes of aiding in your treatment.

Payment – Hannigan Counseling Center, PLLC may use your health information for payment. For example, in order to bill and collect payment for your health care services we may disclose your PHI to your insurance company or another 3rd party entity or individual responsible for the payment of your care.

230 Rockingham Road
Derry, NH 03038
Email: contact@hannigancounselingnh.com
Phone: 603-329-2984



Health Care Operations – Hannigan Counseling Center, PLLC may use your health information for health care operations. Such health care operations may include, but are not limited to, audits conducted of Hannigan Counseling Center, PLLC for the purposes of quality assurance and cost management.

Contacting You- Hannigan Counseling Center, PLLC may use and disclose health information to reach you about appointments and other matters. We may contact you by mail, telephone or e-mail. We may leave voice messages at the telephone number you give, and we may respond to your e-mail. We may contact you to provide appointment reminders or information about treatment alternatives.

For Health Oversight Activities – Hannigan Counseling Center, PLLC may disclose PHI to oversight agencies responsible for professional licensure or accreditation as well as entities charged with oversight of the mental health system, inspection, compliance with state and federal laws or the investigation of unusual incidents or accidents.

To Avert Threat to Health or Safety – In order to avoid a serious threat to health or safety, Hannigan Counseling Center, PLLC may disclose PHI as necessary to law enforcement or other persons who can reasonably prevent or lessen the threat of harm. Additionally, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

Correctional Institution – If you are an inmate or a correctional institution, Hannigan Counseling Center, PLLC may disclose to the institution or agents there of health information necessary for your health and the health and safety of other individuals.

Federal Department of Health and Human Services (“DHHS”) – Under the privacy standards, we must disclose your health information to DHHS as necessary to determine our compliance with those standards.

YOUR RIGHTS

You have the right to request restriction on uses and disclosures of your information - You have the right to ask that we limit how we use or disclose your PHI. To request a restriction, you must make the request in writing to Hannigan Counseling Center, PLLC. The request MUST state what information you wish restricted and who you want this information restricted from. Although we will work with you to protect your information we cannot accommodate all requests and are not legally bound to accept all requests, where disclosure may be legally required, and therefore reserve the right to reject a request for a restriction. Unless we have specifically agreed to your request Hannigan Counseling Center, PLLC will not be able to accommodate it. If we do agree to the restriction Hannigan Counseling Center, PLLC will be bound by our agreement except in the case of a legal requirement, emergencies or if the information is otherwise necessary to treat you.

You have a right to inspect and obtain a copy of your health records. This right is not absolute. Although your health record is the physical property of Hannigan Counseling Center, PLLC, the information contained in it belongs to you. Unless your access is restricted for clear and documented treatment reasons, you have the

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right to see your PHI. Your request must be made in writing. Hannigan Counseling Center, PLLC will respond to your request within 60 days. If we deny your access, Hannigan Counseling Center, PLLC will give you written reasons for the denial and explain any right to have the denial reviewed. There may be a fee for copies, and I am permitted to withhold certain information from your records, such as psychotherapy notes.

You have a right to request an amendment to your health record – If you believe that there is a mistake or missing information in our record of your PHI, you may request, in writing, that Hannigan Counseling Center, PLLC correct or add to the record. Hannigan Counseling Center, PLLC will respond within 60 days of receiving your request. We may deny the request, if we determine that the PHI is: (i) correct and complete; (ii) not created by us and/or not part of our records, or, (iii) not permitted to be disclosed. Any denial will state the reasons for denial and explain your rights to have the request and denial, along with any statement in response that you provide, appended to your PHI. If we approve the request for amendment, Hannigan Counseling Center, PLLC will change the PHI and so inform you.

You have a right to obtain an accounting of disclosures of your health information – You have a right to receive a listing as to what, when, to whom, and for what purpose your PHI was released for purposes other than treatment, payment, and healthcare operations.

You have a right to receive confidential communications – You have a right to request, in writing, that Hannigan Counseling Center, PLLC send you information at an alternative address or by alternative means and may choose how we contact you. I will agree to your request so long as we are reasonably able to do so.

You have a right to a paper copy of this notice.

You have a right to provide an authorization for the use of your health information not otherwise described in this notice. Any authorization you grant to me to use your health information may be withdrawn at any time so long as notice is given in writing. Further details of your rights in regard to an authorization will be detailed in the authorization form itself.

For More Information or to Report a Problem

Hannigan Counseling Center, PLLC and its clinicians are required by law to protect the privacy of your information, provide this notice about our privacy practices, and follow the practices that are described in this notice.

If you have any questions or complaints, please contact:

Hannigan Counseling Center, PLLC
230 Rockingham Road
Derry, NH 03038
603-329-2984

If you are concerned that we have violated your privacy rights, or you disagree with a decision we made about access to your records, you may contact the person listed above. You also may send a written complaint to the

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US Department of Health and Human Services. The person listed above can provide you with the appropriate address upon request. There will be no retaliation for filing a complaint.

Hannigan Counseling Center, PLLC may change our policies at any time. After making any change in the policy, Hannigan Counseling Center, PLLC will make accessible in the new notice in the office. You can also request a copy of our notice at any time. For more information about our privacy practices, contact the person listed above.

My Legal Duty

I am required by law to protect the privacy of your information, provide this notice about our information practices, and follow the information practices that are described in this notice.

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

This notice consists of four (4) total pages and must be considered in its entirety.