

## Client/ Legal Guardian/ Parent Rights

- You have the right to receive a notice explaining how a provider or health plan uses and discloses their health information.
- You have the right to request to review or receive your medical files.
- You have the right to cancel a release of information by providing us a written notice. If you desire to have your information sent to a location different than our address on file, you must provide this information in writing.
- You have the right to restrict which information might be disclosed to others. However, if we do not agree with these restrictions, we are not bound to abide by them.
- You have the right to request that information about you be communicated by other means or to another location. This request must be made to us in writing.
- You have the right to disagree with the medical records in our files. You may request that this information be changed. If denied, you have the right to make a statement of disagreement, which will be placed in your file.
- You have the right to know what information in your record has been provided to whom. Request this in writing. If you desire a written copy of this notice you may obtain it by requesting it from American Behavioral Solutions, Inc.
- You have the right to request an amendment to medical records.
- You have the right to request special privacy protection for Private Health Information (PHI).
- You have the right to an accounting of disclosures and to how much information will an accounting of disclosures include.

## Our Legal Duties

State and Federal laws require that we keep your medical records private. Such laws require that we provide you with this notice informing you of our privacy of information policies, your rights, and our duties. We are required to abide these policies until replaced or revised. We have the right to revise our privacy policies for all medical records, including records kept before policy changes were made. Any changes in this notice will be made available upon request before changes take place. The contents of material disclosed to us in an evaluation, intake, or counseling session are covered by the law as private information. We respect the privacy of the information you provide us, and we abide by ethical and legal requirements of confidentiality and privacy of records. Health care professionals are required to release records of clients if a court order has been placed.

- **Use of information**

Information about you may be used by the personnel associated with ABS consultants, Inc. for diagnosis, treatment planning, treatment, and continuity of care. We may disclose it to health care providers who provide you with treatment, such as mental health professionals, and mental health students affiliated with ABS, in order to provide the best possible treatment. In such cases the name of the client, or any other identifying information is not disclosed. Both verbal information and written records about a client cannot be shared with another party without the written consent of the client or the client's legal guardian or personal representative. It is the policy of American Behavioral Solutions, Inc. not to release any information about a client without a signed release of information except in certain emergency situations or exceptions in which client information can be disclosed to others without written consent. Some of these situations are noted below, and there may be other provisions provided by legal requirements.

- **Duty to warn and protect**

When a client discloses intentions or a plan to harm another person or persons, the health care professional is required to warn the intended victim and report this information to legal authorities. In cases in which the client discloses or implies a plan for suicide, the health care professional is required to notify legal authorities and make reasonable attempts to notify the family of the client.

- **Public safety**

Health records may be released for the public interest and safety for public health activities, judicial and administrative proceedings, law enforcement purposes, serious threats to public safety, essential government functions, military, and when complying with worker's compensation laws.

- **Abuse**

If a client states or suggests that he or she 1) is abusing a child or vulnerable adult, or 2) has recently abused a child or disabled adult, or a disabled child or adult 3) is in danger of abuse, the health care professional is required to report this information to the appropriate social service and/or legal authorities. If a client is the victim of abuse, neglect, violence, or a crime victim, and their safety appears to be at risk, we may share this information with law enforcement officials to help prevent future occurrences and capture the perpetrator.

- **Prenatal exposure to controlled substances**

Health care professionals are required to report admitted prenatal exposure to controlled substances that are potentially harmful.

- **In the event of a clients' death**

In the event of clients' death, the spouse or parents of a deceased client have a right to access their child's or spouses' records.

- **Professional misconduct**

Professional misconduct by a healthcare professional must be reported by other health care professionals. In cases in which a professional or legal disciplinary meeting is being held regarding the health care professionals' actions, related records may be released in order to substantiate disciplinary concerns. In judicial or administrative proceedings, health care professionals are required to release the records of clients when a court order has been placed.

- **Minors/Guardianship**

Parents or legal guardians of non-emancipated minor clients have the right to access the clients' records and may do so at any time.

- **Complaints**

If you have any complaints or questions regarding these procedures, please contact AmericanBehavioral Solutions Inc. at the address or telephone number listed in the back of this brochure. We will respond to your inquiry in a timely manner. You may also submit a complaint to the U.S Department of Health and Human Services and /or the Therapists State Licensing Agency. If you file a complaint, we will not retaliate in any way.