

Mindful Moments Counseling, LLC

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Notice of Privacy Practices

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program which requires that all medical records and other individually identifiable health information used or disclosed by Mindful Moments Counseling, LLC in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives you, the client, significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse protected health information.

As required by HIPAA, Mindful Moments Counseling, LLC has prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your treatment information.

We may use and disclose your medical records only for each of the following purposes: treatment, payment and health-care operations.

Treatment means providing, coordinating, or managing health care and related services by this health-care therapist. An example of this would include treatment session notes.

Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be sending a bill for your visit to your insurance company for payment.

Health-care operations include the business aspects of running my practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, confirming appointments, and customer service. An example would be an internal quality assessment review.

I may also create and distribute de-identified health information by removing all references to individually identifiable information.

I may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you.

Any other uses and disclosures (such as for marketing purposes, or disclosures that constitute the sale of protected health information) will be made only with your written authorization. Furthermore, any disclosure of psychotherapy notes will be made only with your written authorization. You may revoke such an authorization at any time by sending written notification to the address listed below. I am required to honor and abide by that written request except to the extent that I have already taken actions based on your previous authorization.

Client Bill of Rights

Effective communication between the client and the therapist is very important. The following information covers many of the questions that may arise about the therapy process. The Bill of Rights of clients obtaining psychological services is not a legal bill of rights but a statement of what you can reasonably expect from a therapist.

Consumers of marriage and family therapy services offered by professional clinical counselors licensed by the State of Minnesota have the right:

1. To expect that a therapist has met the minimal qualifications of training and experience required by state law;
2. To examine public records maintained by the Board of Behavioral Health and Therapy which contain the credentials of a therapist;
3. To obtain a copy of the code of ethics from the Board of Behavioral Health and Therapy, 335 Randolph Avenue, Suite 290, St. Paul, MN 55102
4. To report complaints to the Board of Behavioral Health and Therapy by calling (651)201-2756;
5. To be informed of the cost of professional service before receiving services;
6. To privacy as defined by rule and law;
7. To be free from being the subject of discrimination on the basis of race, religion, gender, or other unlawful category while receiving services;
8. To access and release private information maintained by the provider, including client records as provided in Minnesota Statutes, sections 144.291 to 144.298, relating to the provider's counseling services to that client, except as otherwise provided by law or court order.
9. To be free from exploitation for the benefit or advantage of a therapist.