

Notice of Privacy Practices

This notice describes how health information may be used and disclosed and how you can get access to this information. Please review it carefully.

Pledge Regarding Health Information:

We understand that health information about you and your health care is personal. BioLum Counseling, PLLC is committed to protecting health information about you. We create an electronic health record of the care and services you receive from us. We need this record to provide you with quality care and to comply with certain legal requirements. The contents of this notice apply to all of the records of your care generated by BioLum Counseling, PLLC. This notice will tell you about how we may use and disclose health information about you. This notice describes your rights to the health information we keep about you and notates certain obligations we have regarding the use and disclosure of your health information. By law, BioLum Counseling, PLLC is required to:

- Give you this notice of our legal duties and privacy practices concerning health information.
- Ensure that protected health information (PHI) that identifies you is kept private.
- Follow the terms of the notice that is currently in effect.

Your Rights:

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

The Right to See and Get Copies of Your PHI

- Other than psychotherapy notes, you have the right to get an electronic or paper copy of your medical record and other information that we have about you. Psychotherapy notes are notes recorded (in any medium) by a mental health professional documenting or analyzing the contents of conversation during an individual, group, couple, or family counseling session that are separated from the rest of a client's health record. Psychotherapy notes exclude medication prescription and monitoring, counseling session starts and stop times, the modalities and frequencies of treatment furnished, results of clinical tests, and any summary of the following items: diagnosis, functional status, treatment plan, symptoms, prognosis, and progress to date.

- BioLum Counseling, PLLC will provide you with a copy of your record, or a summary of it (if you agree to receive a summary), within 30 days of receiving your written request. We may charge a reasonable cost-based fee for doing so.

The Right to Correct or Update Your PHI

- If you believe that there is a mistake in your PHI, or that a piece of important information is missing from your PHI, you have the right to request that BioLum Counseling, PLLC correct the existing information or add the missing information. We may say “no” to your request, but we will tell you why in writing within 60 days of receiving your request.

The Right to Choose How PHI is Sent to You

- You have the right to ask BioLum Counseling, PLLC to contact you in a specific way (for example, home or office phone) or to send mail to a different address. We will agree to all reasonable requests.

The Right to Request Limits on Uses and Disclosures of Your PHI

- You have the right to request that BioLum Counseling, PLLC not use or disclose certain PHI for treatment, payment, or health care operations purposes. We are not required to agree to your request, and we may say “no” if we believe it would affect your health care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

The Right to Get a List of Disclosures Made

- You have the right to request a list of instances in which BioLum Counseling, PLLC has disclosed your PHI for purposes other than treatment, payment, or health care operations, or for which you provided us with authorization. We will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list we will give you will include disclosures made in the last six years unless you request a shorter time. We will provide the list to you at no charge, but if you make more than one request in the same year, we will charge you a reasonable cost-based fee for each additional request.

The Right to Get a Paper or Electronic Copy of This Notice

- You have the right to request a paper or electronic copy of this notice at any time. We will provide you with a copy promptly upon making the request.

The Right to Choose Someone to Act for You

- If you have given someone medical power of attorney or if someone is your legal guardian, that person has the right to make choices about your health information as listed above. We will make sure the person has this authority and can act for you before we take any action.

The Right to File a Complaint If You Feel Your Rights Have Been Violated

- You have the right to file a complaint if you feel BioLum Counseling, PLLC has violated your rights described in this notice by contacting us using the information below:

Mail: 901 Clinic Dr. Suite B-101, Euless, Texas 76039

Phone: (972) 372-9796

Email: gmccrory@biolumcopllc.com

- You have the right to file a formal complaint with the U.S. Department of Health and Human Services Office for Civil Rights using the contact information below:

- **Mail:** 200 Independence Avenue, S.W., Washington, D.C. 20201

- **Phone:** 1-(877)696-6775

- **Online:** www.hhs.gov/ocr/privacy/hipaa/complaints/

- BioLum Counseling, PLLC will not retaliate against you for filing a complaint.

Your Choices:

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

Uses and Disclosures That You Can Object

In these cases, you have both the right and choice to tell BioLum Counseling, PLLC if information can be disclosed and how information is disclosed:

- The share of information with your family, close friends, or others involved in your care.

- The share of information in a disaster relief situation.
- The share of your information in a hospital directory.

If you are not able to tell us your preference, we may share your information if we believe it is in your best interest, for example, to lessen a serious and imminent threat to health or safety.

Use and Disclosure for Marketing and Sales

- BioLum Counseling, PLLC never shares your information for marketing purposes or sells information to third parties.

Use and Disclosure for Fundraising

- We may contact you for fundraising efforts, but you can tell us not to contact you again.

Our Uses and Disclosures

How Health Information About You May Be Used

The following categories describe different ways that BioLum Counseling, PLLC may use and disclose health information. For each category of uses or disclosures, definitions and examples are presented. Not every use or disclosure in a category will be listed; however, all of the ways we are permitted to use and disclose information will fall within one of these categories. We can use or share your health information in the following ways:

For Treatment Payment, or Health Care Operations

- Federal privacy rules and regulations allow mental health care providers who have a direct treatment relationship with a client to use or disclose the client's personal health information without the client's written authorization to carry out the health care provider's treatment, payment, or health care operations.
- BioLum Counseling, PLLC may also disclose your protected health information for the treatment activities of any health care provider. This too can be done without your written authorization. For example, if we were to consult with another licensed health care provider about your treatment, we would be permitted to use and disclose your personal health information to assist the health care provider in giving the most accurate diagnosis and treatment to you.
- Disclosures for treatment purposes are not limited to the "minimum necessary standard" because therapists and other health care providers need access to a full health record to provide quality care.

Treatment purposes include, but are not limited to, the coordination and management of health care providers with a third party, consultations between health care providers, and referrals of a client from one health care provider to another.

For Running Our Organization

- BioLum Counseling, PLLC can use and share your health information to run our practice, improve your care, and contact you when necessary. For example, we use electronic appointment reminders and disclose your PHI to contact you and remind you of your session.

For Bill for Your Services

- BioLum Counseling, PLLC can use and share your health information to bill and get payment from health plans or other entities. For example, we could give information about you to your insurance company so it will pay for your services.

How Else Can We Use or Share Your Health Information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. The following are situations in which we can use or share your health information:

To Help with Public Health and Safety Issues

- We can share health information about you for certain situations regarding public health and safety.

These situations include:

- When a disclosure is required by state or federal law, and the use or disclosure complies with and is limited to the relevant requirements of such law.
- For health oversight activities, including audits and investigations.
- For public health activities, including reporting suspected child, elder, or dependent adult abuse.
- For preventing or reducing a serious threat to anyone's health or safety.
- For preventing disease.
- For helping with product recalls.
- For reporting adverse reactions to medications.

- For professional use in training or supervising mental health practitioners to help them improve their skills in individual, group, couple, or family counseling.

To Do Research

- We can use or share your information for health research purposes, including studying and comparing the mental health of patients who received one form of therapy versus those who received another form of therapy for the same condition.

To Comply With Federal and State Regulations/Laws

- We can share information about you if state or federal laws require it, including with the Department of Health and Human Services to investigate compliance with HIPAA.
- We can share information about you for judicial and administrative proceedings, including responding to a court or administrative order.

To Respond to Organ and Tissue Donation Requests

- We can share health information about you with organ procurement organizations.

To Work With a Medical Examiner or Funeral Director

- We can share health information with a coroner, medical examiner, or funeral director when a client passes away when such professionals are performing duties authorized by law.

To Address Workers' Compensation, Law Enforcement, and Other Government Requests

- We can use or share health information about you:
 - For workers' compensation claims.
 - For law enforcement purposes or with a law enforcement official.
 - With health oversight agencies for activities authorized by law.
 - For special government functions such as military, national security, and presidential protective services.

To Respond to Lawsuits and Legal Actions

- We can share health information about you in response to a court or administrative order, or in response to a subpoena. We may also disclose health information about your child/legal dependent in response to a subpoena, discovery request, or other lawful process made by someone else involved in

the dispute, but only if efforts have been made to tell you about the request, or to obtain an order protecting the information requested.

For more information about these uses and disclosures, visit: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described in this notice, unless you authorize BioLum Counseling, PLLC to do so in writing. If you provide written authorization for the release of information, you may revoke it at any time to limit future disclosures. Requests for revoking these authorizations must be in writing.

Changes to the Terms of this Notice

We have the right to change the terms of this notice, and the changes will apply to all information we have about you. In this case, a new notice will be available upon request, in our office, and on our website.

Effective Date of Notice of Privacy Practices

This notice went into effect on 01/31/2022.

Acknowledgment of Receipt of Notice of Privacy Practices

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), you have certain rights regarding the use and disclosure of your protected health information. By checking the box below, you are acknowledging that you have received a copy of the Notice of Privacy Practices and that you have read, understand, and agree to the items contained in this document.