



Fairfax Office
3921 Old Lee Hwy
Suite 73B
Fairfax, VA 22030

Loudoun Office
44081 Pipeline Plaza
Suite 320
Ashburn, VA 20147

NOTICE OF PRIVACY PRACTICES

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

In the process of providing services to you, Finding Solutions Counseling Centers (FSCC) will obtain, record, and use mental health and medical information about you that is protected health information (PHI). Ordinarily that information is confidential and will not be used or disclosed, except as described below. This Notice is required by a federal law known as HIPAA (Health Insurance Portability and Accountability Act) and describes how we may use and disclose your protected health information in accordance with that law. FSCC is required to abide by the terms of this Notice, or any amended Notice that may follow. This Notice also describes your rights regarding how you may gain, access, and control your PHI.

Our Responsibility

FSCC is required by State and Federal law to maintain the privacy of PHI. FSCC is required by law to provide clients with notice of our legal duties and privacy practices with respect to protected health information (PHI). Your PHI may be used and disclosed by those who are involved in your care for the purpose of providing, coordinating, or managing your health care and treatment related services. This includes consultation with clinical supervisors or other treatment team members. We may not disclose PHI to anyone else unless we have your authorization.

Please note that your account information is entered into the FSCC billing system. Once it is entered, it will be encrypted to protect your personal information.

Email communication via computer are not guaranteed to be confidential. However, your clinician will communicate with you via email at your request with this understanding. Emails are limited for scheduling purpose only.

Uses and Disclosures

FSCC may use and disclose protected health information without your consent in the following incidents:

Treatment. We will use and disclose your health information to consult with a professional colleague in FSCC who holds an expertise and can assist in your treatment.

Required by Law. FSCC will disclose protected health information when required by law: (1) there is suspected child or elderly abuse and/or neglect; (2) when there is a court order to release information; (3) when there is a legal duty to warn or take action regarding serious, foreseeable, and imminent harm to yourself or others; (4) the Virginia Board of Health Professionals has the power to subpoena record should the clinician be the focus on the inquiry.

Authorizations

FSCC may not disclose protected health information in any way other than described in this Notice without written authorization. You may revoke such authorization at any time in writing, except to the extent FSCC has already used or disclosed such information.

Your Health Information Rights

You have the following rights with respect to your PHI.

Access to Your Information. You have the right to inspect and obtain a copy of the protected health information. There are some limitations to this right, which will be explained to you at the time of your request, if applicable.

Amendment of Your Record. You have the right to request that FSCC amend (correct) your protected health information. Your practitioner may deny your request if it is determined that the record is accurate and complete. On your request, this issue may be discussed with you, as well as, the appeal process available to you.

Accounting of Disclosures. You have the right to know when we have disclosed your information without your consent for purposes other than treatment, payment, and health care operations. There are other exceptions that will be clarified to you, if applicable.

Request Restrictions. You have the right to request additional restrictions on the use or disclosure of your health information. We do not have to agree to that request.

Confidential Communications. You have the right to request that we communicate with you by alternative means or at alternative locations. There are limitations to the granting of such requests, which will be clarified, if applicable.

Copy of this Notice. You have a right to obtain another copy of this Notice upon request.

Complaints

If you feel your privacy rights have been violated, you have the right to file a complaint with: Dr. C. Craig Moorman at 703-636-2888, ext. 1 or by email at cmoorman@findingyoursolution.com

You may also complain to the United States Secretary of Health and Human Services at 200 Independence Avenue, S.W. Washington, D.C. 20201 or by calling 202-619-0257.

Changes to this Notice

FSCC reserves the right to change the terms of this Notice and to make the new provisions effective for all protected health information that we maintain. When the Notice is revised, the revised Notice will be posted in FSCC facilities and on our website.