

Stepping Stones Psychiatric Services, PLLC

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.

HOW STEPPING STONES PSYCHIATRIC SERVICES, PLLC MAY USE OR DISCLOSE YOUR HEALTH INFORMATION.

1. State Law requires us to maintain the privacy of individual identifiable health information and to provide you with notice of our legal duties and privacy practices with respect to such information. Stepping Stones Psychiatric Services, PLLC must abide by the terms and conditions of this privacy notice. We reserve the right to change our practices and to make the new provisions effective for all individual identifiable health information that we maintain.

2. Information contained in your health record:

- Health History
- Examination and Test Results
- Diagnosis
- Treatment
- Plan for Future Care or Treatment

3. Uses or disclosures of health information for treatment, payment and healthcare operations.

Treatment - Treatment could include information recorded in your record to diagnose your condition and determine the best course of treatment for you. It could also include consulting with or referring your case to another healthcare provider. Copies will be provided to your physician, other

healthcare professionals, or a healthcare provider, copies of your records to assist them in treating you. Stepping Stones Psychiatric Services, PLLC may use or disclose your individual identifiable health information for its own provision of treatment or may disclose such information for the treatment activities for another healthcare provider.

Payment - Payment could include Stepping Stones Psychiatric Services, PLLC efforts to obtain payment and/or reimbursement from you or a third party payor for services that Stepping Stones Psychiatric Services, PLLC has provided to you. The bill which will be prepared for the treatment given by Stepping Stones Psychiatric Services, PLLC may include information that identifies you, your diagnosis, treatment received and supplies used. Stepping Stones Psychiatric Services, PLLC may use or disclose your individually identifiable information for its own payment or for the payment activities of another healthcare provider, health plan or health insurer. Healthcare operations could include activities such as quality assessment, risk management, audits of the process of billing you or a third party payor for healthcare services which Stepping Stones Psychiatric Services, PLLC provides to you. As part of Stepping Stones Psychiatric Services, PLLC treatment to you and operation of a healthcare organization, Stepping Stones Psychiatric Services, PLLC may contact you by phone; mail or e-mail to provide appointment reminders or to provide information about treatment alternatives or other health related services that may be of interest to you. Stepping Stones Psychiatric Services, PLLC may use or disclose your individually identifiable health information for its own healthcare operations or for the healthcare operations of a health plan, or healthcare provider that is subject to certain federal health information privacy laws. The entity, which