



ADDRESS LOCATION: 606 Denbigh Blvd., Ste. 103, Newport News, VA. 23608
Administrative Phone: 757-817-8100, Administrative Email: admin@abundantsolutionsllc.com

NOTICE OF PRIVACY AND INFORMATION PRACTICES

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

How is Patient Privacy protected?

At Abundant Solutions, LLC, we understand that information about you and your health is personal. Because of this, we strive to maintain the confidentiality of your health information. We continuously seek to safeguard that information through administrative, physical and technical means, and otherwise abide by applicable federal and state guidelines.

How do we use and disclose health information?

When you visit Abundant Solutions, LLC, we use and disclose your health information for the normal business activities that the law sees as falling in the categories of treatment, payment and health care operations. Below we provide examples of those activities, although not every use or disclosure within each category is listed: Within each category is listed:

Treatment- We keep a record of each visit. This record may include your notes, test results, diagnoses, medications, and your response to medications or therapy. We disclose this information so that doctors, nurses, other staff members and entities such as laboratories can meet your needs. For example, a therapist treating you for depression would need to know if you have been prescribed medication. The therapist may consult with your physician to discuss any negative issues regarding taking the prescribed medication.

Payment- We document the services you receive at each visit so that you, your insurance company or another third party can pay us. We may tell your health plan about upcoming treatment or services that require prior approval by your health plan. For example, we may send a treatment plan to your health care provider in order for them to approve further services.

Health Care Operations- Health information is used to improve the services we provide, to train staff and students, for business management, quality improvement, and for customer service. For example, we may use your health information to review outpatient treatment and services and to evaluate the performance of our staff in caring for you.

What are Abundant Solutions, LLC Responsibilities?

Abundant Solutions, LLC is required by law to:

- Maintain the privacy of your health information.
- Provide this notice of our duties and privacy practices.
- Abide by the terms of the notice currently in effect.

We reserve the right to change privacy practices and make the new practices effective for all the information we maintain. We will post revised notices in our facilities and on our public website and will offer you a copy when you receive services.

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However, we are limited by law from releasing certain categories of health information for purposes of treatment, payment, or health care operations.

We may also use health information to:

- Comply with federal, state or local laws that require disclosure.
- Assist in public health activities such as tracking diseases or medical devices.
- Inform authorities to protect victims of abuse or neglect.
- Comply with federal and state health oversight activities such as fraud investigations.
- Respond to law enforcement officials or to judicial orders, subpoenas or other processes.
- Inform coroners, medical examiners and funeral directors of information necessary for them to fulfill their duties.
- Facilitate organ and tissue donation or procurement.
- Conduct research following internal review protocols to ensure the balancing of privacy and research needs.
- Avert a serious threat to health or safety.
- Assist in specialized government functions such as national security, intelligence and protective services.
- Inform a correctional institution, if you are an inmate.
- Inform military and veteran authorities, if you are an armed forces member (active or reserve).
- Inform worker's compensation carriers or your employer, if you are injured at work.
- Recommend treatment alternatives.
- Tell you about health-related products and services.
- Communicate with other organizations for treatment, payment or health care operations.
- Communicate with other providers, health plans or their related entities for their treatment or payment activities, or health care operations activities relating to quality assessment or licensing.
- Provide information to other third parties with whom we do business, such as medical record transcription services. However, you should know that in these situations, we require third parties to provide us with assurances that they will safeguard your information.

Who will abide by this Notice?

This Notice describes Abundant Solutions, LLC practices and those of:

- Any therapist or other health care professional authorized by Abundant Solutions, LLC to access and/or enter information into your medical record,
- All departments and units of the facility,
- All Abundant Solutions, LLC entities, affiliates and volunteers.

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Other uses and disclosures, not previously described, may only be done with your written authorization; however, this will not affect prior uses and disclosures.

Do you have any Federal Rights?

The law entitles you to:

- Inspect and copy certain portions of your health information. ^*(This does not include psychotherapy notes, and we may deny your request under limited circumstances.)
- Request amendment of your health information if you feel the health information is incorrect or incomplete. * (However, under certain circumstances we may deny your request.)
- Receive an accounting of certain disclosures of your health information made after April 14, 2003, although this excludes disclosures for treatment, payment or health care operations.^*
- Request that we restrict how we use or disclose your health information. ^ (However, we are not required to agree with your requests.)
- Request that we communicate with you at a specific telephone number or address.^
- Obtain a paper copy of this notice even if you receive it electronically.

What if I have a Complaint?

If you believe that your privacy has been violated, you may file a complaint with us or with the Secretary of Health and Human Services in Washington, D.C. We will not retaliate or penalize you for filing a complaint with the facility or the Secretary. To file a complaint with us or receive more information, contact:

Name: Benita Mitchell
Address: 606 Denbigh Blvd., Ste. 103
Telephone: (757) 330-0506

To file a complaint with the Secretary of Health and Human Services, write to 200 Independence Avenue, S.E., Washington, DC 20201.

Visit HIPAA website:
<http://www.hhs.gov/ocr/privacy/index.html> For additional information.

Requests followed by a caret (^) must be in writing. Fees may apply to requests followed by a star (*). Contact your Therapist/Counselor if you wish to exercise these rights.