



Create · Explore · Transform

Lisa Lounsbury
MA, LMFT, ATR-BC
Licensed Marriage & Family Therapist
Board Certified Art Therapist
Executive Director

Notice of Health Information Privacy Practices (HIPAA)

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

Art Lab Rx is committed to protecting health information about you by complying to all applicable federal and state privacy and confidentiality laws and regulations. These laws require that health information that identifies you is kept private and confidential. These laws also require that we give you this notice of our legal duties and privacy practices with respect to health information about you, and that we follow the terms of the notice that is currently in effect.

Understanding Your Health Record/Information

Each time you visit your Art Lab Rx Therapist, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record serves as a:

- Basis for planning your care and treatment,
- Means of communication among the many health professions who contribute to your care,
- Legal document describing the care you received,
- Means by which you or a third-party payer can verify that services billed were actually provided,
- A tool in educating health professionals,
- A source of information for public health officials charged with improving the health of this state and the nation,
- A source of data for our planning and marketing, and
- A tool with which your Therapist can assess and continually work to improve the services rendered and the outcomes achieved

Understanding what is in your record and how your health information is used helps you to ensure its accuracy, better understand who, what, when, where, and why others may access your health information, and make more informed decisions when authorizing disclosure to others.

Your Health Information Rights

Although your health record is the physical property of your Therapist at Art Lab Rx, the information belongs to you. You have the right to:

- Obtain a paper copy of this notice of information practices upon request,
- Inspect and copy your health records as provided for in Federal rule 45 CFR 164.524,

- Amend your health record as provided in Federal rule 45 CFR 164.528,
- Obtain an accounting of disclosures of your health information provided in Federal rule 45 CFR 164.528,
- Request communications of your health information by alternative means or at alternative locations,
- Request a restriction on certain uses and disclosures of our information as provided by Federal rule 45CFR 164.522, and
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.

Responsibilities of the Art Lab Rx Practice

Your therapist is required to:

- Maintain the privacy of your health information,
- Provide you with this notice as to the their legal duties and privacy practices with respect to information they collect and maintain about you,
- Abide by the terms of this notice,
- Notify you if they are unable to agree to a requested restriction, and
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

Your Art Lab Rx Therapist reserves the right to change their practices and to make the new provisions effective for all protected health information they maintain. Should the therapists information practices change, you will be given a revised notice either in person or mailed to the address you provided on your Client Profile.

Your Art Lab Rx Therapist will not use or disclose your health information without your authorization, except as described in this notice. Your therapist will also discontinue to use or disclose your health information after having received a written revocation of the authorization according to the procedures included in the authorization.

For More Information or to Report a Problem

If you have questions, would like additional information, or believe your privacy rights have been violated, you can contact the Office for Civil Rights at the address below or via their website at <https://www.hhs.gov/civil-rights>. There will be no retaliation for filing a complaint.

Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Ave. SW
Room 509F, HHH Building
Washington, D.C. 20201

Rev 02/08/2021