

Privacy Practices

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In accordance with Health Insurance Portability and Accountability Act (HIPPA) laws, this form explains how client(s) Protected Health Information (PHI) is used and how client(s) can get access to PHI.

Grace Layton LLC is committed to protecting client confidentiality and will only release client PHI in accordance with federal and state laws and ethics of the counseling profession. All communications and all records relating to therapy services are confidential and may not be disclosed without Client's written consent, except in those situations in which state law mandates otherwise. In most judicial proceedings, Client has the right to prevent Therapist from providing any information about Client's treatment. However, in some circumstances, a judge may require Therapist's treatment information and/or testimony if the judge determines that resolution of the issues demands it.

The terms of this form apply to all records containing your PHI that are created or retained by Grace Layton LLC. If/when revisions are made to privacy practices, revisions will apply to past, present, and future records. Client(s) will be notified of significant changes to the privacy practices.

1. DISCLOSURE REQUIRED BY LAW

Therapist is obligated by law and professional ethical standards to file reports with public authorities if therapist has reason to believe:

- a. The safety of Client, Therapist, or the property of Therapist's office is in jeopardy.
- b. Client is danger of harming self. Therapist is obligated to notify legal authorities and make reasonable attempts to notify the client's family if client reports a plan for suicide.
- c. Client has made a threat on someone. Therapist is obligated to warn the intended victim and report this information to legal authorities.
- d. A child, elderly, or disabled person **is or has been** in danger of abuse or neglect a report must be filed with the appropriate government agency and may share this information with law enforcement officials to prevent future occurrences and capture the perpetrator; this includes prenatal exposure to controlled substances.
- e. Client has potential to spread a communicable disease
- f. Therapist has reason to believe there is a serious threat to health or safety
- g. A court orders the disclosure of records.

2. TREATMENT

Information provided by the client may be used by Grace Layton LLC for purposes of diagnosis, treatment planning, insurance billing, and coordination of care with other health care practitioners who provide treatment to client or potential referral sources. Your records will include but are not limited to diagnosis, treatment plan of care, receipts, and brief summaries of sessions as Therapist deems relevant.

3. CONSULTATIONS WITH OTHER PROFESSIONALS

Therapist may consult with other professionals in order to give Clients the best therapy Therapist is capable of giving. Therapist will take every measure possible to keep Client's name/identity confidential.

4. PAYMENT

- a. If the client chooses to bill insurance, the insurance company will require Client and Therapist to disclose information with regard to diagnosis of Client, session dates, and purpose of therapy or treatment plan.
- b. If client's account becomes delinquent, collection agencies may be used to collect unpaid debts.

5. INQUIRIES

With the exception of the above items, Therapist will not acknowledge inquiries received about Client. Therapist will keep confidential all records and information regarding therapy, and will retain client records for seven (7) years past termination of therapy, and then destroy them.

6. IN THE EVENTS OF A CLIENT'S DEATH

In the event of client's death, the spouse or parents of client have a right to access spouse's or child's records.

7. PROFESSIONAL MISCONDUCT

In cases in which a professional or legal disciplinary meeting is being held regarding the health care of professional's actions related records may be released in order to substantiate disciplinary concerns.

8. MINORS - Parents and legal guardians have a right to access the client's records