

Game to Grow
12025 115th Ave NE building d ste 215, Kirkland, WA 98034
(425) 405-5316
counseling@gametogrow.org

NOTICE OF PRIVACY PRACTICES

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

I. GAME TO GROW'S PLEDGE REGARDING HEALTH INFORMATION:

Game to Grow understands that health information about you and your health care is personal. We are committed to protecting health information about you. We create a record of the care and services you receive from us. We need this record to provide you with quality care and to comply with certain legal requirements. This Notice applies to all of the records of your care generated by this mental health care practice. This Notice will tell you about the ways in which we may use and disclose health information about you. We also describe your rights to the health information we keep about you, and describe certain obligations we have regarding the use and disclosure of your health information. We are required by law to:

- Make sure that protected health information ("PHI") that identifies you is kept private.
- Give you this notice of our legal duties and privacy practices with respect to health information.
- Follow the terms of the Notice that is currently in effect.
- Game to Grow can change the terms of this Notice, and such changes will apply to all information we have about you. The new Notice will be available upon request, in our office, and on our website.

II. HOW GAME TO GROW MAY USE AND DISCLOSE YOUR PHI:

The following categories describe different ways that Game to Grow uses and discloses health information. Federal privacy regulations allow health care providers who have direct treatment relationship with the patient/client to use or disclose the patient/client's personal health information without the patient's written authorization in order to carry out the health care provider's own treatment, payment, or health care operations. For each category of uses or disclosures, we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the following categories:

Treatment: Game to Grow may use or disclose your PHI to coordinate or manage your treatment. An example of treatment would be when your provider consults with another healthcare provider or therapist. Consultation with colleagues is an important means of ensuring and maintaining the competence of our work. Ethical standards permit discussion of client information with colleagues without prior consent as long as the identity of the client can be adequately protected. The other professionals are also legally bound to keep the information confidential. If you do not object, you will not be told about these consultations unless your provider feels that it is important to your work together. Information about you may be shared in this context without using your name. All consultations are noted in the client's Clinical Record. In some instances, the obligation to provide the highest quality service may require consultation that reveals a person's identity without prior consent; such disclosures occur only when it cannot be avoided and your provider will only disclose information that is necessary.

Disclosures for treatment purposes are not limited to the minimum necessary standard. Because therapists and other health care providers need access to the full record and/or full and complete information in order to provide quality care, the word "treatment" includes, among other things, the coordination and management of health care providers with a third party, consultations between health care providers and referrals of a patient for health care from one health care provider to another.

Your provider practices with other mental health professionals and Game to Grow employs administrative staff. In most cases, your provider needs to share protected information with these individuals for both clinical and administrative purposes, such as scheduling, billing, and quality assurance. All mental health professionals are bound by the same rules of confidentiality. All staff members have been provided training about protecting your privacy and are contractually obligated not to release any information outside of the practice without the permission of a professional staff member.

Payment: Game to Grow will disclose your protected health information if you request that we bill a third party. An example of payment is when Game to Grow discloses your protected health information to your health insurer to obtain reimbursement or to determine eligibility or coverage. If your account with Game to Grow is unpaid and we have not arranged a payment plan, Game to Grow can use legal means to get paid – the only information we will give to the court, a collection agency, or a lawyer will be your name and address, the dates we met, and the amount you owe.

Healthcare Operations: Game to Grow may disclose your protected health information during activities that relate to Game to Grow’s performance and operation. Examples of health care operations are quality assessment activities, case management, audits, and administrative services.

Lawsuits and Disputes: If you are involved in a lawsuit, Game to Grow may disclose health information in response to a court or administrative order. Game to Grow may also disclose health information about your child in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

III. CERTAIN USES AND DISCLOSURES REQUIRE YOUR AUTHORIZATION:

1. **Psychotherapy Notes.** Game to Grow providers may keep “psychotherapy notes” as that term is defined in 45 CFR § 164.501, and any use or disclosure of such notes requires your Authorization unless the use or disclosure is:
 - a. For use in treating you.
 - b. For use in training or supervising mental health practitioners to help them improve their skills in group, joint, family, or individual counseling or therapy.
 - c. For use in defending Game to Grow employees in legal proceedings instituted by you.
 - d. For use by the Secretary of Health and Human Services to investigate our compliance with HIPAA.
 - e. Required by law and the use or disclosure is limited to the requirements of such law.
 - f. Required by law for certain health oversight activities pertaining to the originator of the psychotherapy notes.
 - g. Required by a coroner who is performing duties authorized by law.
 - h. Required to help avert a serious threat to the health and safety of others.
2. **Marketing Purposes.** Game to Grow will not use or disclose your PHI for marketing purposes.
3. **Sale of PHI.** Game to Grow will not sell your PHI in the regular course of business.

IV. CERTAIN USES AND DISCLOSURES DO NOT REQUIRE YOUR AUTHORIZATION:

Subject to certain limitations in the law, your Game to Grow provider can use and disclose your PHI without your Authorization for the following reasons:

1. When disclosure is required by state or federal law, and the use or disclosure complies with and is limited to the relevant requirements of such law.
2. For public health activities, including reporting suspected child, elder, or dependent adult abuse, or preventing or reducing a serious threat to anyone’s health or safety.
3. For health oversight activities, including audits and investigations.
4. For judicial and administrative proceedings, including responding to a court or administrative order, although our preference is to obtain an Authorization from you before doing so.

5. For law enforcement purposes, including reporting crimes occurring on our premises, against Game to Grow, or against its employees.
6. To coroners or medical examiners, when such individuals are performing duties authorized by law.
7. For research purposes, including studying and comparing the mental health of patients who received one form of therapy versus those who received another form of therapy for the same condition.
8. Specialized government functions, including, ensuring the proper execution of military missions; protecting the President of the United States; conducting intelligence or counter-intelligence operations; or, helping to ensure the safety of those working within or housed in correctional institutions.
9. For workers' compensation purposes. If a client files a worker's compensation claim, the provider must, upon request, provide all clinical records relevant to or bearing upon the injury for which the claim was filed, as well as to the treatment or hospitalization for which compensation is being sought.
10. Although our preference is to obtain an Authorization from you, we may provide your PHI in order to comply with workers' compensation laws.
11. Appointment reminders and health related benefits or services. Game to Grow may use and disclose your PHI to contact you to remind you that you have an appointment. We may also use and disclose your PHI to tell you about treatment alternatives, or other health care services or benefits that we offer.

V. CERTAIN USES AND DISCLOSURES REQUIRE YOU TO HAVE THE OPPORTUNITY TO OBJECT:

1. Disclosures to family, friends, or others. Game to Grow may provide your PHI to a family member, friend, or other person that you indicate is involved in your care or the payment for your health care, unless you object in whole or in part. The opportunity to consent may be obtained retroactively in emergency situations.

VI. YOU HAVE THE FOLLOWING RIGHTS WITH RESPECT TO YOUR PHI:

1. The Right to Request Limits on Uses and Disclosures of Your PHI. You have the right to ask your Game to Grow provider not to use or disclose certain PHI for treatment, payment, or health care operations purposes. Your provider is not required to agree to your request, and they may say "no" if they believe it would affect your health care or interfere with the provider's legal requirement.
2. The Right to Request Restrictions for Out-of-Pocket Expenses Paid for In Full. You have the right to request restrictions on disclosures of your PHI to health plans for payment or health care operations purposes if the PHI pertains solely to a health care item or a health care service that you have paid for out-of-pocket in full.
3. The Right to Choose How We Send PHI to You. You have the right to ask your Game to Grow provider to contact you in a specific way (for example, home or office phone) or to send mail to a different address, and we will agree to all reasonable requests.
4. The Right to Inspect and Receive Copies of Your PHI. Other than "psychotherapy notes," you have the right to get an electronic or paper copy of your medical record and other information that Game to Grow has about you. Your provider will provide you with a copy of your record, or a summary of it, if you agree to receive a summary, within 30 days of receiving your written request, and Game to Grow may charge a reasonable fee for doing so. In certain, limited circumstances, access to your records may be restricted. If Game to Grow refuses your request for access while actively maintaining your records, you have the right of a review of this decision (except for information supplied confidentially by others), which the Clinical Director will discuss with you upon request.
5. The Right to Get a List of the Disclosures Game to Grow has Made. You have the right to request a list of instances in which Game to Grow has disclosed your PHI for purposes other than treatment, payment, or health care operations, or for which you provided Game to Grow with an Authorization. Your provider will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list you will receive will include disclosures made in the last six years unless you request a shorter time. Your provider will provide the list to you at no charge, but if you make more than one request in the same year, Game to Grow will charge you a reasonable fee for each additional request.

6. The Right to Correct or Update Your PHI. If you believe that there is a mistake in your PHI, or that a piece of important information is missing from your PHI, you have the right to request that your provider correct the existing information or add the missing information. Game to Grow is not required to amend it and your provider may say “no” to your request; however, you have the right to file a statement of disagreement with Game to Grow, to which Game to Grow is allowed to prepare a written rebuttal within 60 days, which will all go into your record.
7. The Right to Get a Paper or Electronic Copy of this Notice. You have the right to receive a paper copy of this Notice, the Practice Policies, and the Informed Consent for Treatment form. You also have the right to receive these documents via e-mail. Further, even if you have agreed to receive the aforementioned documents via e-mail, you also have the right to request a paper copy of them.
8. If you believe your provider has violated your privacy rights, you have the right to file a complaint in writing with your provider and/or the Secretary of Health and Human Services. Game to Grow and your provider will not retaliate against you for filing a complaint.

Your provider or the Clinical Director will be happy to discuss any of these rights with you. These confidentiality rules continue to apply after the death of the client. The privilege passes to the executor or legal representative of the client.

EFFECTIVE DATE OF THIS NOTICE

This notice went into effect on 4/21/2020.

Acknowledgement of Receipt of Privacy Notice

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), you have certain rights regarding the use and disclosure of your protected health information. By checking the box below, you are acknowledging that you have received a copy of HIPAA Notice of Privacy Practices.

BY CLICKING ON THE CHECKBOX BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.