



**Catholic Community Services Yuma
Counseling and Behavioral Health Services
Notice of Privacy Practices**

THIS NOTICE INVOLVES YOUR PRIVACY RIGHTS AND DESCRIBES HOW INFORMATION ABOUT YOU MAY BE DISCLOSED, AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The confidentiality of client information and records is protected under Federal Regulations and State Law, according to the Health Insurance Portability and Accountability Act (HIPAA) "Final Rule, a federal law that provides privacy protections and patient rights about the use and disclosure of your Protected Health Information (PHI) for the purposes of treatment, payment, and health care operations. Generally, employees of CCS Yuma cannot confirm or deny that services are provided to you, unless: 1) your written consent is provided to CCS; 2) the disclosure is allowed by a court order; 3) the disclosure is made to medical personnel in a medical emergency, or to a qualified employee for audit or program evaluation.

Violation of Federal Regulations and/or State Laws by a treatment facility/provider is a crime. Suspected violations may be reported to appropriate authorities. However, Federal Regulations/State Law does not protect any information about a threat or crime committed by a client either at CCS Yuma or against any employee. In the event of a client's death, the spouse or parents of a deceased client have a right to access their child's or spouse's records. Parents/Guardians of non-emancipated minor clients have the right to access the client's records.

I. Confidentiality

As a rule, CCS Yuma will disclose no information about you, or the fact that you are receiving services, without your written consent. Your client record contains the dates of our sessions, your diagnosis, functional status, symptoms, prognosis and progress, and/or any reports. Health care providers are legally allowed to use or disclose records or information for treatment, payment, and health care operations purposes. However, CCS Yuma does not routinely disclose specific information relating to your prognosis or functional status and will require your permission in advance, through your written authorization at the time the need for disclosure arises. You may revoke your permission, in writing, at any time, by written request to CCS Yuma.

II. "Limits of Confidentiality"

Possible Uses and Disclosures of mental health records without Consent or Authorization

There are some important exceptions to this rule of confidentiality – some exceptions created voluntarily by CCS Yuma Policy, and some required by State law. If you wish to receive mental health services from CCS Yuma, you must sign this form indicating that you understand and accept our policies about confidentiality and its limits.

CCS Yuma and their Providers may use, disclose records or other information about you without your consent or authorization in the following circumstances, either by policy or because legally required:

- **Emergency:** If you are involved in a life-threatening emergency and your Provider cannot ask your permission, the agency will share information if it is believed you would have wanted us to do so, or if we believe it will be helpful to you.
- **Child Abuse Reporting:** If your Provider has reasonable suspicion to believe that a child is or has been abused, neglected or exploited, CCS Yuma is required by Arizona State Law to report the matter immediately to the Arizona Department of Child Services.
- **Adult Abuse Reporting:** If your Provider has reasonable suspicion to believe that an elderly or incapacitated adult is or has been abused, neglected or exploited, CCS Yuma is required by Arizona State Law to immediately make a report and provide relevant information to Arizona's Adult Protective Services.
- **Health Oversight:** Licensed Professionals have a duty to report misconduct by another health care provider or a licensed professional. Also, per a Provider's licensure (ARS 32-3283.A) and ethical standards, a report must be submitted to protect people by other health care providers or licensed professionals. By law, if you describe unprofessional conduct by another provider of any profession, your Provider is required to explain to you how to make such a report. If you are yourself a health care provider, your attending Provider is required by law to report to your licensing board that you are in treatment with me, if there is reasonable concern your condition places the public at risk. The Arizona's State Licensing Boards have the power, when necessary, to subpoena relevant records in investigating a complaint of provider incompetence or misconduct.

