

Uses and Disclosures for Treatment, Payment, and Health Care Operations

Kettle Moraine Counseling Services (the Clinic) may *use* or *disclose* your *protected health information (PHI)*, for *treatment, payment, and health care operations* purposes with your *consent*. To help clarify these terms, here are some definitions:

- "*PHI*" refers to information in your health record that could identify you.
- "*Treatment, Payment and Health Care Operations*"
 - *Treatment* is when the Clinic provides, coordinates, or manages your health care and other services related to your health care. For example, consultation with another provider such as your family physician or another psychologist.
 - *Payment* is when the Clinic obtains reimbursement for your healthcare. Examples of payment are when the Clinic discloses your PHI to your insurer to obtain reimbursement for your care or to determine eligibility or coverage.
 - *Health Care Operations* are activities that relate to the performance and operation of the Clinic practice. Examples of health care operations are quality assessment and improvement activities, business-related matters such as audits and administrative services, and case management and care coordination.
- "*Use*" applies only to activities within the Clinic such as sharing, employing, applying, utilizing, examining, and analyzing information that identifies you.
- "*Disclosure*" applies to activities outside of the Clinic such as releasing, transferring, or providing access to information about you to other parties.
- **II. Uses and Disclosures Requiring Authorization**
- The Clinic may use or disclose PHI for purposes outside of treatment, payment, and health care operations when your appropriate authorization is obtained. An "*authorization*" is written permission above and beyond the general consent that permits only specific disclosures. In those instances when we are asked for information for purposes outside of treatment, payment and health care operations, we will obtain an authorization from you before releasing this information. We will also need to obtain an authorization before releasing your psychotherapy notes. "*Psychotherapy notes*" are notes your therapist may have made about conversations during a private, group, joint, or family counseling session, which are kept separate from the rest of your medical record. These notes are given a greater degree of protection than PHI.
- You may revoke all such authorizations (of PHI or psychotherapy notes) at any time, provided each revocation is in writing. You may not revoke an authorization to the extent that (1) the Clinic has relied on that authorization; or (2) if the authorization was obtained as a condition of obtaining insurance coverage, and the law provides the insurer the right to contest the claim under the policy.

I acknowledge that I have been offered a copy of the uses and disclosures of private healthcare information.

Signature and Date