

South Suburban Psychological & Counseling Services

**4635 Nicols Road, Suite 200
Eagan, Minnesota 55122
(651) 454-0684**

**Michael J. Ferrarese, Ph.D.
Licensed Psychologist**

NOTICE OF PRIVACY POLICY

Information protected by this privacy policy includes information we receive or create that identifies you and concerns:

- 1) Your past, present, or future medical or mental health conditions or concerns,
- 2) Care that is provide to you, or
- 3) The past, present or future payment for care provided to you.

We may use or disclose your protected information to provide you with treatment, obtain payment for your treatment, or perform health care operations.

We may also use or disclose your protected information for other reasons. Some examples are:

- 1) Communication with you.
- 2) Health oversight agencies, such as those authorized by law to perform audits.
- 3) Judicial and administrative proceedings, such as in response to a court order, subpoena, warrant, or other lawful process.
- 4) Law enforcement requests as required by law.
- 5) Services, such as we may hire a third party to perform certain services for us. These third parties will be required to protect your information and will not be allowed to use your information for any other purpose other than to provide the services we have requested.

The above examples are for illustration and may not be all-inclusive. We will obtain your written authorization before using or disclosing your protected information for any reason other than those included in this Notice. Upon receipt of your written revocation, we will stop using or disclosing your protected information, except to the extent we have already taken action in reliance on the authorization.

You have certain rights concerning your protected information and this notice. Those rights include:

- 1) You may request a copy of this Notice at any time.
- 2) You have the right to inspect and receive a copy of the protected information we maintain about you.
- 3) If you feel the protected information we maintain about you is incorrect or incomplete you may request that we amend it.
- 4) You have the right to request additional restrictions on our use or disclosure of your protected information.

We have the right to revise this Notice and make the new notice effective for all your protected information. If we do so a new Notice will be posted and available to you upon request. This notice is effective as of April 14, 2003.