



illuminate  
THERAPY & WELLNESS

## **NOTICE OF PRIVACY PRACTICES**

Welcome to Illuminate Therapy & Wellness. This notice contains important information about our professional services and business policies. We would like you to have a clear understanding of the services we provide and our expectations of you, our client. If you have any questions or need further clarification, please consult your therapist. Upon signing, this document represents an agreement between us. Please review this section carefully.

At Illuminate Therapy & Wellness (IT&W), we understand that in order for clients to feel comfortable discussing private and revealing information, they need to see their therapist's office as a safe place where they can freely share anything they would like, without fear of that information leaving the room. There are laws in place to protect your privacy, such as the Health Insurance Portability and Accountability Act of 1996 (HIPAA): a federal law that sets national standards for patient rights with regards to protected health information (PHI). As psychotherapists, we are committed to treating and using your PHI responsibly. This Notice describes the procedures we use to protect your information and the circumstances under which your PHI may be disclosed. The rules for confidentiality of mental health records are recorded in the Illinois Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110) and in the privacy rules of the Health Insurance Portability and Accountability Act of 1996.

### **Uses and Disclosures of Healthcare Information for the Purpose of Providing Services**

Providing treatment services, collecting payment and conducting healthcare operations are necessary activities for quality care. State and federal laws allow us to responsibly use and disclose your healthcare information for these purposes.

### **INFORMATION DISCLOSED WITHOUT YOUR CONSENT**

This notice describes policies related to the use of your medical records and your rights as a client seeking therapeutic services. We are committed to maintaining our clients' confidentiality, and we will only release information in accordance with federal and state laws and ethics of the counseling profession. Information that you share in treatment is held in the strictest confidence possible under law. Under Illinois and federal law, information cannot be divulged to any outside parties without your written and verbal consent except for the following:

- Information that you pose a "clear and imminent" danger to yourself, others are posing "clear and imminent" danger to you or when a therapist believes a clear and immediate danger exists to one or more persons.
- Information that would assist others treating you for a medical emergency.
- Information of awareness of any real or alleged abuse to children, elderly, or disabled individuals. We are mandated reporters in the State of Illinois and are obligated to report this type of information to the Department of Children and Family Services (DCFS).
- Information necessary for your insurance company to process your claim(s).
- General information about treatment of minor children, may, in some cases, be disclosed to their parents.

- Required by Law: IT&W may use and disclose your health information in response to court or administrative order, if you are involved in a lawsuit or similar proceedings. We may disclose your PHI in response to a discovery request, subpoena or other lawful process by another party involved in the dispute, but only if we have made an effort to inform you of the request or to obtain an order protecting the information the party has requested.

**INFORMATION DISCLOSED WITH YOUR CONSENT**

In general, we may need to use client information to review treatment procedures, coordinate your care and conduct business activities. Information may be used for certification, compliance and licensing.

**Marketing Health-Related Services:** IT&W will not use your health information for marketing communications without your written authorization.

**Payment:** Information will be used to obtain payment for the treatment of services provided. This will include contacting your health insurance for prior approval of planned treatment and/or billing purposes. Insurance companies will ask for this information to verify that services were provided and/or to decide whether to continue paying for treatment. Like us, insurance companies are also bound by HIPAA laws and must keep your information confidential.

**Treatment:** Treatment information about you may be disclosed to provide, manage and coordinate your care. This includes sharing information with others who are being consulted or to whom you are being referred.

**Will my employer know I saw a psychotherapist if I use my company’s insurance?**

Employers do not receive information about the health service an employee receives, even if he/she uses company insurance.

**What information can I share about my psychotherapy treatment?**

Privacy is your right as a client, and it is up to you how much information you share with others. We are ethically and legally bound to protect your privacy regardless of what information you choose to share with others.

**Changes to the Terms of this Policy**

ITW reserves the right to change the terms of its Privacy Policy and to make the new Policy provisions based on the needs of the practice and changes in state and federal law. You will be notified of any changes in the Policy. This notice is effective as of September 1, 2020 and applies to all persons who procure service from a provider at IT&W.

I \_\_\_\_\_, have read, fully understand and accept IT&W’s Notice of Privacy Practices.

Client Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (Client if 12 years or older)

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (Parent/Guardian if Client is Minor under 12 years of age/Personal Representative)

Witness Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Illuminate Therapy & Wellness Social Media Policy**

Illuminate Therapy & Wellness (IT&W) protects your privacy in accordance with the ethical standards of our profession and HIPAA compliance laws.

- IT&W therapists are not allowed to engage with clients on social media because this potentially compromises a client’s right to privacy.

- Texting between client and therapist or vice versa is not HIPAA compliant and is prohibited.
- Information that is emailed may become a matter of clinical record. We will do everything within our means to protect such information, however we cannot guarantee it. Please keep email contents basic and do not include personally sensitive information.
- An emergency might prompt you to call your therapist through our emergency line. If your therapist is unable to respond, you'll be connected to our on-call therapist. Texting or emailing are inappropriate methods of communication to address a life-threatening emergency. If this is the case, please call 911.

I \_\_\_\_\_, have read, fully understand and accept IT&W's Social Media Policy.

Client Signature

Date:

(Client if 12 years or older)

Parent/Guardian Signature

Date:

(Parent/Guardian if Client is Minor under 12 years of age/Personal Representative)

Witness Signature

Date: