

## Privacy Policies Notice

In compliance with HIPAA (The Health Insurance Portability and Accountability Act of 1996), you are being provided this Privacy Policies Notice. These policies cover the basic privacy and protection of client records, and any discussion of the client's progress with his or her physician or therapist.

### Basic Security Measures

Your massage therapist, Kathleen M. Murphy, LMT, CMTPT, has implemented and follows these procedures to protect the information in your files:

- Computer used for client documentation has a firewall installed
- All computerized client documents are password-protected
- All hardcopy client documents are stored in a locked filing cabinet. *Note: HIPAA and the State of Maryland (Health General Article, Section 4-301) require that patient records be retained for six years; further, Maryland (Section 4-403) requires that the patient records of minors be retained to the age of majority plus three years or for five years after the record is made, whichever is later. Records must be securely and professionally disposed of upon expiration.*

### Your PHI (Protected Health Information)

Your massage therapist may gather personal and health-related information directly from you and from other health care providers. This information is used for treatment decisions. Your PHI may be used or disclosed in the following ways:

- Your massage therapist may provide your PHI to your other health care providers, or to third parties who are involved in the provision, management, or coordination of your health care
- Your massage therapist may disclose your PHI to any third party designated by you in writing
- Your massage therapist may disclose your PHI if she believes it is necessary to prevent a serious threat to your health and safety, or to the health and safety of the public
- Your massage therapist may disclose your PHI to an official government agency if she believes you have been a victim of abuse, neglect, or domestic violence. Your therapist may make this disclosure if you agree to it, or if you are unable to agree due to incapacity, or if it is necessary to prevent serious harm to you or other potential victims, or as required by law.
- Your massage therapist may disclose your PHI to an official health oversight agency for activities authorized by law

- Your massage therapist may disclose your PHI as required by a court or administrative order, or under certain circumstances in response to a subpoena, a discovery request, or other legal process, or as otherwise required by law
- Your massage therapist may disclose your PHI as legally required for military or veterans affairs, for national security and intelligence activities, or for correctional activities
- Your massage therapist may use your name, address, phone number, email address, and records to contact you with appointment reminders, postcards, or greeting cards. A message may be left on your answering machine or voicemail to remind you of an upcoming appointment. Your name, address, phone number, and email address *will not* be released to other parties for the purposes of marketing or advertising.

### **Your Personal Rights Regarding Your PHI**

1. You are entitled to inspect and receive copies of your records; a Request to Review Client Records form must first be signed and submitted to document the request
2. You are entitled make a written request to amend your PHI files, or to place restrictions on certain uses and disclosures of your PHI
3. Your massage therapist will accommodate any reasonable request, yet she retains the right to deny inclusion of amendments or usage restrictions of your PHI
4. You have the right to disagree with the massage therapist's refusal of inclusion; your massage therapist retains the right to rebut your disagreement (a copy of such a rebuttal will be maintained in your file)
5. You have the right to receive all notices in writing
6. You have the right to request that your massage therapist not disclose your PHI to specific individuals, companies, or organizations. Any such restrictions must be submitted in writing. Your massage therapist is not required to honor these requests, unless she agrees to your restrictions. If your massage therapist agrees to your restrictions, she will document such in writing, and the restrictions will then be binding.
7. You may submit a complaint to the Secretary for Health and Human Services if you feel that your massage therapist has violated your PHI privacy rights. There will be no retaliation for filing a complaint. Written comments should be addressed to:

The Secretary for Health and Human Services,  
 200 Independence Avenue SW  
 Room 509F, HHH Building, Washington, DC 20201

This Privacy Policies Notice remains in effect until it is replaced or amended by changes in the law.