



115 E Montgomery Street
Gaffney, SC 29340

864-597-9493

OUR COMMITMENT TO YOUR PRIVACY

Outside of the Box Therapy is dedicated to maintaining the privacy of you/your child's personal health information as a part of providing professional care. We are also required by law to keep you/your child's information private. We must give you this important information.

We will use the information about you/your child's health which we get from you and others mainly to provide you/your child with treatment, to document payment for services, and for some other business activities which are called by law health care operations. After you have read this we ask that you sign consent to let us share your information. Your signature is necessary for us to serve you.

We will keep you/your child's health information private but there are some times when the law requires us to use or share it. Examples are:

- When there is a serious threat to your health and safety or the health and safety of another individual or the public. We will only share information with a person or organization which is able to help prevent or reduce the threat.
- Some lawsuits and legal court proceedings
- If a court requires us to do so
- For Workers Compensation and similar benefit programs

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Your Rights Regarding Your Health information

1. You can ask your clinician to communicate with you about your health and related issues in a particular way or at a certain place which is more private for you. For example, you can ask him/her to call you at home, and not at work to schedule or cancel an appointment. He/she will try his/her best to accommodate your request.
2. You have the right to ask your clinician to limit what he /she tells people involved in you/your child's care or the payment for such care, such as family members and friends. While he/she doesn't have to agree to your request, if he /she does agree, he/she will keep this

agreement except if it is against the law, or an emergency, or when the information is necessary to treat you.

3. You have the right to look at the health information we have about you/your child in the routine case notes and billing records. You can get a copy of these records but we may charge you for this service.
4. If you believe the information in your records are incorrect or missing important information, you can ask your clinician to make some kinds of changes (called amending) to you/your child's information. You have to make this request in writing and sending it to him/her. You must tell him/her the reasons you want to make changes.
5. You have the right to a copy of this notice. If we change this, we will give you a new copy.
6. You have the right to file a complaint if you believe you/your child's privacy have been violated.

If you have any questions regarding this notice please let us know.

The effective date of this notice July 19, 2013.

My clinician has discussed the health information privacy policies with me and has given me a copy.

Signature: _____ Date: _____