

Post Permanency Family Center

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW PERSONAL HEALTH INFORMATION (PHI) ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU MAY GET ACCESS TO THIS INFORMATION. PLEASE READ IT CAREFULLY.

The Post Permanency Family Center, a partnership with the Child and Family Services Agency of the District of Columbia and Adoptions Together, is dedicated to protecting your personal information. We are required by law to maintain the privacy of protected health information and to provide you with this Notice of our legal duties and privacy practices with respect to protected health information. The Post Permanency Family Center is required by law to abide by the terms of this Notice.

HOW YOUR PERSONAL INFORMATION WILL BE USED AND DISCLOSED:

We will use your personal information as part of rendering patient care. For example, your personal information may be used by the therapist treating you, by the business office to process your payment for the services rendered and by administrative personnel reviewing the quality of the care you receive. This includes representatives of the Child and Family Services Agency of the District of Columbia. We may also use and/or disclose your information in accordance with federal and state laws for the following purposes: appointment reminders, disclosure to Department of Health and Human Services when required by law, and abuse or neglect in accordance with federal and state law.

We will not use or disclose your personal information for any other purpose without your written authorization. Once given, you may revoke your authorization in writing at any time.

ACKNOWLEDGEMENT:

I hereby acknowledge that I have received and had an opportunity to ask questions concerning the Post Permanency Family Center's Notice of Privacy Practices.

Printed Name

Signature

Date