



NAVESINK
COUNSELING ASSOCIATES

Privacy Notice

This notice tells you how Navesink Counseling Associates, LLC (NCA) make use of your health information in our private practice office, how we might disclose your health information to others, and how you can get access to the same information. Please review this notice and feel free to ask for clarification about anything in this notice that you might not understand.

We have a legal responsibility under the laws of the United States and the state of New Jersey to keep your health information private. Part of our responsibility is to give you this notice about our privacy practices. Another part of our responsibility is to follow the practices in this notice.

Any changes in our privacy practices will affect how we protect the privacy of your health information. This includes health information that we receive about you or that we create here in our office. These changes could also affect how we protect the privacy of any of your health information we had before the changes. If and when we make any of these changes, we will also change this notice and give you a copy of the new notice.

Here are some examples of how we use and disclose information about your health information.

NCA may use or disclose your health information:

1. To your physician or other healthcare provider who is treating you.
2. To any person required by federal, state or local laws to have lawful access to your treatment program
3. To receive payment from a third party payer for services I provide for you.
4. To anyone you give us written authorization to have your health information, for any reason you want. You may revoke this authorization in writing anytime you want. When you revoking authorization it will only affect your health information from that point on.

We cannot use or disclose your health information in any ways other than those described in this notice unless you give me written permission.

As a consumer you have these important rights.

1. With limited exceptions, you can make a written request to inspect your health information that is maintained by me or my use.
2. You have a right to a copy of this notice at no charge.
3. Have corrections added to your health information.
4. Receive a notice that tells you how your health information may be used and shared.
5. Decide if you want to give your permission before your health information can be used or shared for certain purposes, such as for marketing.
6. Get a report on when and why your health information was shared for certain purposes.
7. If you believe your rights are being denied or your health information isn't being protected, you can file a complaint with your provider or health insurer or file a complaint with the U.S. Government.