

## **NOTICE OF PRIVACY PRACTICES:**

Our commitment to your privacy:

Creative Therapy Connections is dedicated to maintaining the privacy of your health information. We are required by law to maintain the confidentiality of your health information. We are also required by law to provide you with this notice of our legal duties and the privacy we maintain in our practice concerning your child's health information. We realize these laws are complicated, but we must provide the following important information to you. We also reserve the right to amend or revise this Notice of Privacy Practices as necessary.

### **Patient Rights:**

The health and billing records we maintain are the physical property of Creative Therapy Connections, LLC. However, the information in these records belongs to you. You have the following rights regarding Protected Health Information. You can exercise these rights by presenting a written request.

- You have the right to review or obtain a copy of your child's health information. Usually this includes medical and billing information. We may charge you a reasonable cost-based fee for copying and mailing the information.
- You have the right to request an amendment to your child's health information if you believe it is incorrect or incomplete.
- You have the right to obtain an accounting of all persons to which we have disclosed information for purposes other than those listed above. This request must state a time period, which may not be longer than six years and may not include dates before May 1, 2005. A reasonable fee may be assessed for our time in accessing this information.
- You have the right to request that we communicate with you in an alternative way or at an alternative location.
- You have the right to a copy of our Privacy Practices.

Please contact us if you would like to exercise any of the above rights. We will assist you in the steps you should take to exercise your rights.

### **Use and disclosure of your health information:**

The following circumstances may require us to use or disclose your health information:

- Child Abuse: If CTC knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child's welfare, the law requires such knowledge or suspicion to be reported to the Department of Health and Human Services.
- To public health authorities that are authorized by law to collect information
- To health oversight agencies for activities authorized by law. These may include, for example, investigations, inspections, audits, surveys, licensure, and disciplinary

actions: civil administrative and criminal procedures or actions, or other monitoring programs of the government.

- Lawsuits and similar proceedings in response to a court or administrative order.
- If required to do so by a law enforcement official.
- To notify, or assist in notifying, a family member, personal representative, or other person responsible for your child's care, about your child's location, and general condition.
- Using our best judgment, we may disclose to a family member, other relative, close personal friend, or any other person you identify, health information relevant to that person's involvement in your child's care or in payment for such care if you do not object or in an emergency.

If you have any questions regarding this Notice of Privacy Practices, please contact us.

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I hereby acknowledge that I have been presented with a copy of Creative Therapy Connections Notice of Privacy Practices.

Signature: \_\_\_\_\_

Printed Name of Patient: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this signed form to:      Creative Therapy Connections, LLC  
5232 N. Interstate Ave.  
Portland, OR 97217  
[info@creativetherapypdx.com](mailto:info@creativetherapypdx.com)  
fax: 503-360-1299