

USES AND DISCLOSURES TO WHICH YOU HAVE AN OPPORTUNITY TO OBJECT.

We may share your PHI with your family or others involved in your care, such as close friends or clergy. You may inform us as to whom you wish us to contact and the limits of what we may share. We will honor your wishes as long as your request is not against the law. In an emergency we may share information if we believe it is what you would have wanted and is in your best interest. We will tell you as soon as possible of the action we have taken. We will discontinue such action at your request as long as it is not against the law.

YOUR PERSONAL HEALTH INFORMATION RIGHTS

Right to Request Restrictions. You may submit a written request indicating the PHI you wish to restrict or limit being disclosed. We are not required to agree with your request.

Right to an Accounting of Disclosures. When we disclose your PHI we keep records of to whom it was sent, when and what was sent. You may submit a written request for a list of these disclosures. You must state the time period of disclosures you are requesting that is no longer than 6 years and may not include dates before April 14, 2003.

Right to Amend. You may request in writing an amendment to your PHI that is incorrect or incomplete indicating a reason that supports your request. If we deny your request you have the right to file a statement of disagreement with CJH. Such statements and our rebuttal will be kept on file and sent out with any future authorized requests for information pertaining to the appropriate portion of your record.

Right to Inspect and Copy. You may make a written request to inspect and copy your PHI. We may deny your request in limited circumstances, including psychotherapy notes, information for use in civil, criminal and administrative action and PHI to which access is prohibited by law. If we deny access you may request the denial be reviewed by another licensed health professional. CJH reserves the right to charge a fee for the costs of copying, mailing or other supplies associated with your request.

Right to Request Confidential Communication.

You may specify, in writing, how or where you wish to be contacted by CJH regarding the confidential communication of your PHI. You do not need to give us a reason for such a request. We will accommodate all reasonable requests, but reserve the right to deny those that impose an unreasonable burden on the practice.

Right to a Paper Copy of this Notice. If you have agreed to receive this Notice of our Privacy Practices electronically, you may request a paper copy.

USES AND DISCLOSURES WHICH YOU AUTHORIZE

Other than as stated above, we will not disclose your PHI other than with your written authorization. You may revoke your authorization, in writing, at any time, except to the extent that we have already taken action upon the authorization previously submitted.

IF YOU HAVE QUESTIONS OR PROBLEMS

If you need more information or have questions about the privacy practices described in this brochure, please speak to the Privacy Officer whose name and telephone number are on the front cover. If you have a problem with how your PHI has been handled or if you believe your privacy rights have been violated, contact the Privacy Officer. You have the right to file a complaint with CJH and with the Secretary of the Federal Department of Health and Human Services. We promise that we will not in any way limit your care here or take any actions against you if you complain.

U.S. Department of Health and Human Services
233 N. Michigan Ave., Suite 240
Chicago, Illinois 60601
Phone: 312-886-2359

Office for Civil Rights
Department of Health and Human Services
Mail Stop Room 506F
Hubert H. Humphrey Building
200 Independence Avenue, SW
Washington, DC 20201
Phone: 202-205-8725

C.J. Hendry & Associates, Inc.

Individual, Marriage & Family Counselors

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW CLINICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW CAREFULLY.

Privacy Officer
Carol J. Ball

WESTLAKE OFFICE
25000 Center Ridge Road
Suite 6
Westlake, Ohio 44145
440-892-7034

AMHERST OFFICE
1743 North Ridge Road
Vermilion, Ohio 44089
44-984-4673

Effective April 14, 2003