

## Notice of Privacy Practices

**This notice describes how mental health information about you may be used and disclosed and how you can get access to this information. Please review it carefully.**

Information about your visit to the *HealthPoint* Employee Assistance Program (EAP) is considered protected health information. EAP is required by law to maintain the privacy of your information and to provide you with this notice that details EAP privacy practices. EAP keeps your health information in confidential records that are maintained and protected, as required by law. With the exception of disclosures permitted in this notice, no one except EAP staff has access to your information.

### Uses and Disclosures:

Information you provide to EAP will be used to provide services to you and to ensure quality of care. Except as described in this notice or when required/permitted by state/federal law, EAP will not make any disclosure of your information unless you provide a written authorization for us to disclose your information. If you authorize EAP to disclose your information, you may revoke this disclosure at any time in writing, except to the extent that the information has already been disclosed.

### EAP may use or disclose your information for the following purposes:

- To notify you when an appointment is cancelled or rescheduled.
- To disclose relevant information in cases of a serious, imminent threat to health or safety.
- For public health purposes, such as mandated reporting of suspected abuse, neglect, or exploitation of a child, an elderly person, or a person with a disability or mandated reporting of a provider of counseling services behaving in a sexually inappropriate manner.
- As ordered by a court, EAP will attempt to contact you before disclosing information from your record in response to a subpoena or court order. In certain situations where you bring legal action against the university, EAP may be required to release your information to officers of a court.
- For limited national security purposes, such as to military command authorities if you are a member of the armed forces or for national security and intelligence activities.
- For mental health oversight activities, such as a State Board investigation or a record-keeping audit.

### EAP Duties:

- EAP is required by law to maintain the privacy of your information and to provide you with this notice.
- EAP is required to abide by the terms of the privacy notice that is currently in effect.
- This notice of privacy practices is effective 4/1/13.
- EAP may change the terms of our privacy practices. Any future changes to the terms will apply to all previous and future health information that EAP maintains.
- Approximately 10 years after your EAP contact, EAP will destroy your record in a way that protects your privacy.

### Your individual rights:

- You have the right to request restrictions on certain uses and disclosure of your information. The EAP is not required to agree to a requested restriction.
- You have the right to receive confidential communications.
- You have the right to inspect and copy your record. Under limited circumstances, your request may be denied. You may request review of this denial and the EAP will discuss with you the details of the

review process. If you believe the information we have about you is incorrect or incomplete, you may request an amendment to the record. EAP is not required to accept the amendment.

- You may request a list of the disclosures of your information.
- If you believe your privacy rights have been violated, you may file a written complaint with the EAP Coordinator or with the Director of *HealthPoint*.
- You may also file a complaint with the Secretary of The Department of Health and Human Services. You will not be retaliated against you if you make a complaint.
- You have a right to a paper copy of this notice (or any future privacy notices). Please let the office manager know if you would like a copy of this notice.

*Please note that it is especially important for you to notify us in advance if you will be out of the state during a telecounseling session. Licensing laws may prohibit the provision of telecounseling services across state lines, in some states.*

Contact:

If you have any questions about this notice, have a complaint, or wish to exercise your individual rights, please contact the EAP Coordinator at (512) 471-3366.