



Lions Heart Counseling Privacy practices: Revised 3/28/2016

Patient confidentiality is protected by moral, ethical and legal obligations, not to mention common sense and good practice. It is the intent and practice of Lions Heart Counseling staff (hereafter referred to as LHC staff) to safeguard all personally relevant and identifiable information regarding your diagnosis, treatment, and contact data. The following policies have been established to ensure these goals are met.

- No secrets policy. For many reasons LHC staff will only provide counseling and discuss your progress with you present. LHC staff strive to create a therapeutic environment where secrets can be discussed in the open and with the appropriate parties present. As such, no side conversations will occur outside of session unless to secure payment, coordinate scheduling, or sign forms.
- Electronic data may be transmitted for the purposes of scheduling, billing and record keeping. This information is limited as much as possible.
- If any breach of information should occur, you will be notified within 2 business days via email, phone or mail. This notification will include the nature of the breach, the extent and efforts to limit exposure. If applicable, additional steps to safeguard personal information will be included.
- If someone other than yourself is paying for sessions, such as a parent, family member or an insurance company, LHC staff will only communicate information needed to ensure payment, unless you have given verbal or written consent.
 - Please be aware that most insurance companies retain the right to audit files.
 - Your protected health information is maintained to help you heal, not to demonstrate any legal precedent, justify compensation or suffering. As such, these records will not be provided to any outside entity without your explicit consent or a court order, or as otherwise defined in previous written agreements, as in the case of your insurance carriers policies and applicable laws.
- In the case of minors and shared or contested custody arrangements, LHC staff will make every effort to involve all interested parties determined to be beneficial to your healing and well being, or as explicitly requested by you.
- Consultation is a necessary component of effective counseling practice, as such LHC staff may share information related to symptoms and treatment issues in order to develop a deeper understanding and effective method of intervention. In these situations, every effort will be made to separate the issues from any personally identifiable information.
- Legal proceedings are explicitly discussed in the clinic policies
- Suicidal and violent feelings and abuse issues are explicitly discussed in the clinic policies.
- Your information is yours. Any treatment records are available for your review with the provision that information LHC staff determines to be potentially destabilizing will be redacted.

Date

Name

Signature