

**Connie McCullar, M.S., LMFT 90573**  
**1148 Alpine Rd. Ste 205**  
**Walnut Creek, CA 94596**  
**(925) 285-6595**  
[cfmccullar@yahoo.com](mailto:cfmccullar@yahoo.com)  
[www.mccullarpsychotherapy.com](http://www.mccullarpsychotherapy.com)

## **NOTICE OF PRIVACY PRACTICES**

**I. THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCUSSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

**II. CONNIE MCCULLAR HAS A LEGAL DUTY TO SAFEGUARD YOUR PROTECTED HEALTH INFORMATION (PHI).** She is required by law to provide you with this notice that explains our privacy practices with regard to your medical information and how we may use and disclose your protected health information for treatment, payment, and for health care operations, as well as for other purposes that are permitted or required by law. You have certain rights regarding the privacy of your protected health information and we also describe them in this notice. However, CONNIE MCCULLAR reserves the right to change the terms of this notice and our privacy policies at any time. Any changes will apply to PHI on file with CONNIE MCCULLAR already. Before CONNIE MCCULLAR makes any important changes to the policies, she will promptly change this Notice and post a new copy of it in her offices. You can also request a copy of this Notice from CONNIE MCCULLAR, or you can view a copy of it in the office, which is located at 1148 Alpine Rd. Walnut Creek, CA 94596

### **III. HOW MAY CONNIE MCCULLAR USE AND DISCLOSE YOUR PHI.**

CONNIE MCCULLAR will use and disclose your PHI for many different reasons. For some of these uses or disclosures, CONNIE MCCULLAR will need your prior authorization; for others, however, CONNIE MCCULLAR does not. Listed below are the different categories of the uses and disclosures along with some examples of each category.

**A. Uses and Disclosures Relating to Treatment, Payment, or Health Care Operations Do Not Require Your Prior Written Consent.** CONNIE MCCULLAR can use and disclose your PHI without your consent for the following reasons:

1. **For treatment.** CONNIE MCCULLAR can disclose your PHI to physicians, psychiatrists, psychologists, and any other licensed health care providers who provide you with health care services or are involved in your care. For example, if a psychiatrist is treating you, CONNIE MCCULLAR can disclose your PHI to your psychiatrist in order to coordinate your care.
2. **To obtain payment for treatment.** CONNIE MCCULLAR can use and disclose your PHI to bill and collect payment for the treatment and services provided by CONNIE MCCULLAR to you. For example, CONNIE MCCULLAR might send your PHI to your insurance company or health plan to get paid for the health care services that have been provided to you. CONNIE MCCULLAR may also provide your PHI to business associates, such as billing companies, claims processing companies, and others that process health care claims.
3. **For health care operations.** CONNIE MCCULLAR can disclose your PHI to operate our practice. For example, CONNIE MCCULLAR might use your PHI to evaluate the quality of health care services that you received or to evaluate the performance of the health care professionals who provided such services to you. CONNIE MCCULLAR may also provide your PHI to our accountants, attorneys, consultants, and others to make sure CONNIE MCCULLAR is complying with applicable laws.
4. **Other disclosures.** CONNIE MCCULLAR may also disclose your PHI to others without your consent in certain situations. For example, your consent isn't required if you need emergency treatment, as long as there is an attempt to get your consent after treatment is rendered, or if an attempt to get your consent is made but you are unable to communicate (for example, if you are unconscious or in severe pain) and it is felt that you would consent to such treatment if you were able to do so.

**B. Certain Uses and Disclosures Do Not Require Your Consent.** CONNIE MCCULLAR can use and disclose your PHI without your consent or authorization for the following reasons:

1. **When disclosure is required by federal, state or local law; judicial or administrative proceedings; or, law enforcement.** For example, CONNIE MCCULLAR may make a disclosure to applicable officials when a law requires reporting information to government agencies and law enforcement personnel about victims of abuse or neglect; or when ordered in a judicial or administrative proceeding.
2. **For public health activities.** For example, CONNIE MCCULLAR may have to report information about you to the county coroner.
3. **For health oversight activities.** For example, CONNIE MCCULLAR may have to provide information to assist the government when it conducts an investigation or inspection of a healthcare provider or organization.
4. **For research purposes.** In certain circumstances, CONNIE MCCULLAR may provide PHI in order to conduct medical research.
5. **To avoid harm.** In order to avoid a serious threat to my health or safety of another person, CONNIE MCCULLAR may provide PHI to law enforcement personnel or persons able to prevent or lessen such harm.

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6. **For specific government functions.** CONNIE MCCULLAR may disclose PHI of military personnel and veterans in certain situations. And CONNIE MCCULLAR may disclose PHI for national security purposes, such as protecting the President of the United States or conducting intelligence operations.
7. **For workers' compensation purposes.** CONNIE MCCULLAR may provide PHI in order to comply with workers' compensation laws.
8. **Appointment reminders and health related benefits or services.** CONNIE MCCULLAR may use PHI to provide appointment reminders or give you information about treatment alternative, or other health care services or benefits offered.

**C. Certain Uses and Disclosures Require You to Have the Opportunity to Object.**

1. **Disclosures to family, friends, or others.** CONNIE MCCULLAR may provide your PHI to a family member, friend, or other persons that you indicate are involved in your care or the payment for your health care, unless you object in whole or in part. The opportunity to consent may be obtained retroactively in emergency situations.

**D. Other Uses and Disclosures Require Your Prior Written Authorization.** In any other situation not described in sections III, A, B, and C above, CONNIE MCCULLAR will ask for your written authorization before using or disclosing any of your PHI. If you choose to sign an authorization to disclose your PHI, you can later revoke such authorization in writing to stop any future uses and disclosures (to the extent that CONNIE MCCULLAR has not taken any action in reliance on such authorization) of your PHI by CONNIE MCCULLAR.

**IV. WHAT RIGHTS YOU HAVE REGARDING YOUR PHI**

Your have the following rights with respect to your PHI:

**A. The Right to Request Limits on Uses and Disclosures of Your PHI.** You have the right to ask that CONNIE MCCULLAR limit how it uses and discloses your PHI. CONNIE MCCULLAR will consider your request, but is not legally required to accept it. If CONNIE MCCULLAR accepts your request, CONNIE MCCULLAR will put any limits in writing and abide by them except in emergency situations. You may not limit the uses and disclosures that CONNIE MCCULLAR is legally required or allowed to make.

**B. The Right to Choose How CONNIE MCCULLAR sends PHI to You.** You have the right to ask that CONNIE MCCULLAR send information to you at an alternate address (for example, sending information to your work address rather than your home address) or by alternate means (for example, e-mail instead of regular mail). CONNIE MCCULLAR must agree to your request so long as CONNIE MCCULLAR can easily provide the PHI to you in the format you requested.

**C. The Right to See and Get Copies of Your PHI.** In most cases, you have the right to look at or get copies of your PHI, but you must make the request in writing. If CONNIE MCCULLAR doesn't have your PHI but knows who does, CONNIE MCCULLAR will tell you how to get it. CONNIE MCCULLAR will respond to you within 30 days of receiving your written request. In certain situations, CONNIE MCCULLAR may deny your request. If this is so, CONNIE MCCULLAR will tell you, in writing, the reasons for the denial and explain your right to have the denial reviewed.

If you request copies of your PHI, CONNIE MCCULLAR will charge you not more than \$.25 for each page. Instead of providing the PHI you requested, CONNIE MCCULLAR may provide you with a summary or explanation of the PHI as long as you agree to that and to the cost in advance.

**D. The Right to Get a List of the Disclosures CONNIE MCCULLAR Has Made.** You have a right to get a list of instances in which CONNIE MCCULLAR has disclosed your PHI. The list will not include uses or disclosures that you have already consented to, such as those made for treatment, payment, or health care operations, directly to you, or to your family. The list also will not include uses and disclosures made for national security purposes, to corrections or law enforcement personnel, or disclosures made before April 15, 2003.

CONNIE MCCULLAR will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list given to you will include disclosures made in the last six years unless you request a shorter time. The list will include the date of the disclosure, to whom PHI was disclosed (including their address, if known) a description of the information disclosed, and the reason for the disclosure. CONNIE MCCULLAR will provide the list to you at no charge, but if you make more than one request in the same year, CONNIE MCCULLAR will charge you a reasonable cost-based fee for each additional request.

**E. The Right to Correct or Update Your PHI.** If you believe that there is a mistake in your PHI or that a piece of important information is missing, you have the right to request that CONNIE MCCULLAR correct the existing information or add the missing information. You must provide the request and your reason for the request in writing. CONNIE MCCULLAR will respond within 60 days of receiving your request. CONNIE MCCULLAR may deny your request in writing if the PHI is (i) correct and complete (ii) not created by CONNIE MCCULLAR (iii) not allowed to be disclosed, or (iv) not part of your records. A written denial will state the

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reasons for the denial and explain your right to file a written statement of disagreement with the denial. If you don't file one, you have the right to request that your request and CONNIE MCCULLAR's denial is attached to all future disclosures of your PHI. If CONNIE MCCULLAR approves your request, CONNIE MCCULLAR will make the change to your PHI, tell you that it has been done, and tell others that need to know about the change to your PHI.

**F. The Right to Get This Notice by E-Mail.** You have the right to get a copy of this notice by e-mail. Even if you have agreed to receive notice via e-mail, you also have the right to request a paper copy of it.

**V. HOW TO COMPLAIN ABOUT PRIVACY PRACTICES.** If you think that CONNIE MCCULLAR may have violated your privacy rights, or you disagree with a decision CONNIE MCCULLAR made about access to your PHI, you may file a complaint with the person listed in Section VI below. You also may send a written complaint to the Secretary of the Department of Health and Human Services at 200 Independence Ave. S.W., Washington, D.C. 20201. CONNIE MCCULLAR will take no retaliatory action against you if you file a complaint about our privacy practices.

**VI. PERSON TO CONTACT FOR INFORMATION ABOUT THIS NOTICE OR TO COMPLAIN ABOUT CONNIE MCCULLAR'S PRIVACY PRACTICES.**

If you have any questions about this notice or complaints about CONNIE MCCULLAR'S privacy practices, or would like to know how to file a complaint with the Secretary of the Dept. of Health and Human Services, please contact the CONNIE MCCULLAR Privacy Officer at 925-284-2298

**VII. EFFECTIVE DATE OF THIS NOTICE.**

This notice went into effect on April 14, 2003.