

## Summary of EAP Privacy Notice

A Federal law, Health Insurance Portability and Accountability Act of 1996 (HIPAA), protects the privacy of your health information. Standards are established for the use and disclosure of protected health information. It also establishes some client rights, including individuals' access to their records.

An Authorization must be signed before specific disclosures can be made that go beyond the general consent for treatment coordination, payment issues and internal, office administrative issues. For example, you would have to give written authorization for your health care information to be shared with parties such as a manager, teacher or spouse. There are certain situations when information must be shared with appropriate individuals; such as, child, elder and domestic abuse, threat of suicide or grave physical harm, court order and if a workers compensation claim has been filed.

Clients have the right to request restrictions on certain uses and disclosures of their health information, to receive confidential communications by alternative means or at alternative locations, obtain a copy of health information on file, request an amendment of health information on file, receive an accounting of disclosures and to have a paper copy of the Full Notice (Protected Health Information – Full Notice).

You may contact Dr. Robert Kagey at (800) 344-1011 x222 or e-mail at [bobkagey@compeap.com](mailto:bobkagey@compeap.com) if you have any questions or feel your privacy has been violated.