

# **Notice of Privacy Practices & Patient Rights**

## **The Refuge Center for Counseling**

This notice describes how Protected Health Information (PHI) about you may be used and disclosed, and how you can get access to this information.

### **Your Rights:**

You have the right to:

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

### **Our Uses and Disclosures:**

We may use and share your information as we:

- Treat you
- Run our organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Work with a medical examiner or funeral director
- Address workers' compensation, law enforcement, & other government requests
- Respond to lawsuits and legal actions

Should you wish to inquire further please let a member of our staff know. Our privacy officer is:

Anita H. Pringle, LPC-MHSP  
Clinical Director  
The Refuge Center for Counseling  
615-591-5262