



*Living Intuitive Counseling*  
*Teresa Robertson RN, CNM-ret, MS, SANE*

**Notice of Privacy Practices- HIPPA**

This notice describes how your health information may be used and disclosed and how you can access this information per the Health Insurance Privacy and Portability Act (HIPPA) regulations.

Ways in which your confidential information may be used or disclosed without your authorization:

- ☞ The law permits us to disclose information to those involved in your treatment
- ☞ We may disclose your information for billing purposes, gaining insurance or benefit information, insurance authorization, and payment for services
- ☞ Your health information may be used during normal healthcare operations
- ☞ We may use your information to contact you for scheduling purposes or to inform you of benefit information. This may involve leaving messages on an answering machine/voice mail or with the person who answers the phone.

Your authorization is required to disclose your health information to any other healthcare providers, individuals or third parties requesting information about you

You have the right to:

- ☞ Know of any uses or disclosure we make with your health information beyond the above normal uses
- ☞ Transfer copies of your information to another practice
- ☞ To see and receive a copy of your health information. With a few exceptions.  
(Request must be in writing. We may charge you a reasonable copy fee.)
- ☞ Request that we amend your confidential information.  
(Request must be in writing. If we agree with this request we will not alter earlier documents, but will add new information.)



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Living Intuitive Counseling will maintain the privacy of your confidential health information as required by law and by the notice currently in effect.

Living Intuitive Counseling reserve the right to makes changes or revisions to the terms of this notice. If details are changed we will notify you of the changes.

If you believe that your rights have been violated you may contact the Department of Health and Human Services ( 200 Independence AVE, S.W. Room 509 F, Washington , DC, 20202 1.) You will not be penalized for filing a complaint.

However, before filing a complaint for more information or assistance regarding he privacy of your health information, please contact our office at 303-258-3904.

**ACKNOWLEDEMENT**

I have read and received a copy of the Living Intuitive Counseling Notice of Privacy Practices

SIGNED \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_