

Total Wellness Psychiatry

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Client Privacy Policy

This notice describes the privacy policy and procedures of Total Wellness Psychiatry private practice. It is of the utmost importance that information about you, the client, remain absolutely confidential whenever possible. Your privacy is a critical element in the development of trust and openness essential in the treatment of mental health issues. Unless you explicitly notify Dr. Longson otherwise, it is assumed that you wish your personal information to remain strictly confidential. In any situation where release of information may be beneficial, it is Dr. Longson's practice to request your written consent via a Release of Information (ROI) prior to releasing any information.

To maximize your privacy, no other individuals or agencies are involved in billing, scheduling, or other administrative aspects of your care. This provides you with a higher level of confidentiality than would be possible in a larger clinic or group practice. No one besides Dr. Longson will have access to any of your demographic or clinical information without your explicit written consent.

If you are seeing a psychotherapist in addition to your treatment with Dr. Longson, your permission may be requested for Dr. Longson to remain in touch with that provider. Your permission may also be requested to allow Dr. Longson contact with your primary care physician or others whose care may interact critically with our work together. As noted, the establishment of contact between anyone else and Dr. Longson on your behalf is entirely your choice.

The greatest level of privacy can be obtained by not involving insurance companies in your mental health care. However, if you request, Dr. Longson will supply you with invoices for our sessions, which you may submit to your insurance company seeking reimbursement. This allows you the greatest control over when and where any information about you is released. Please know that insurance companies *require* a diagnosis and description of the service rendered in order to cover any costs; this information will be indicated on the invoice.

There are unusual circumstances in which the law may require a health care professional to release information about you without your authorization. These situations are very rare. Such situations include:

- (1) If your health care provider has reason to believe that you pose a direct threat of imminent harm to any individual (including yourself).
- (2) If your health care provider has reason to believe that abuse or neglect of a child, elder, dependent or disabled person is taking place.

Finally, although client/psychiatrist communications are generally protected as confidential under the law, Dr. Longson may be required to use or disclose information about you in the course of a judicial or legal proceeding if she is ordered by a court to do so. She may also reserve the right to use and disclose information about you if doing so is necessary to defend Total Wellness Psychiatry/Dr. Longson in legal action brought against the aforementioned in relation to your care.

By signing, I acknowledge that I have received and reviewed a copy of this Notice of Privacy Practices.

Client (or Guardian, if applicable) – please print

Date

Signature