

NOTICE OF PRIVACY PRACTICES

The following notice tells you about my duty to protect your Personal Health Information, your privacy rights, and how I may use or disclose your health information. Please review it carefully. Protecting the security and privacy of my client's Personal Health Information is very important to me. This document provides information regarding the steps taken to keep your information safe and confidential.

Designated Privacy and Security Officer for this Practice

Rene Tenorio LPC-Associate is the designated Security Officer for my practice.

Rene Tenorio LPC-Associate is the designated Privacy Officer for my practice.

All privacy and security questions, requests, and concerns should be directed to me and I will be responsible for handling them.

How Rene Tenorio Uses and Discloses Your Information

Victims of Abuse, Neglect, or Domestic Violence- If I believe you or your child are victims of abuse, neglect, or domestic violence I may disclose health information about you or your child to a governmental agency that requires reports of abuse, neglect, or domestic violence as mandated by Texas law.

Serious Threat to Health or Safety- I may use or disclose health information about you or your child if I believe the use or disclosure is needed to prevent a serious and immediate threat to the health and safety of yourself, a person or the public.

In Judicial Proceedings- I may disclose your or your child's health information in any criminal or civil proceeding if a court or judge has issued a court order or subpoena that requires us to disclose it.

Privacy and Security Policies

All considerable measures have been taken to ensure confidentiality of emails sent and received. Please be aware of the risks taken when sharing personal or confidential information this way. Some risks you take when sending emails include:

- Miss-delivery of email to an incorrectly typed address.
- Email accounts can be "hacked", giving a 3rd party access to email content and addresses.
- Email providers (i.e. Gmail, Comcast, Yahoo) keep a copy of each email on their servers, where it might be accessible to employees, etc.

Rene Tenorio's practice takes certain precautions to help decrease the likelihood that your Personal Health Information is compromised.

- Cell Phones contain password protection.
- When electronic devices, such as cell phones, computers, lap tops, etc. are retired, they are sanitized of information before recycling.
- If there are any complaints filed against me, this will be recorded on Rene Tenorio's agency Complaints Form.
- If there is a breach regarding the safety of your Personal Health Information, I will personally contact you to let you know the extent of the breach and what is being done to contain the situation.
- The client authorizes Rene Tenorio to provide notice by telephone or verbally in the event of a breach of the client's protected health information (PHI).
- I do not use any of your Personal Health Information for marketing purposes and does not sell any information to outside entities.
- I follow all Ethical Codes and State Laws, which help in securing your information.
- I have received training concerning HIPAA laws and compliance and will continue to attend trainings as required by law.
- All HIPAA documentation will be kept on file for a minimum of 6 years.

Storage of Client's Files:

- My practice stores client files under lock and key for 5 years after the last session.
- If something should happen to me, a designated counselor, listed in the Consent for Counseling Services, would take possession of these files.
- They will store them under the same guidelines, protecting confidentiality.
- Once a file is ready to be destroyed, it is shredded.

Again, the protection of your Personal Health Information is important to me. Please let me know if you have questions or comments about this Privacy Policy. There is more information regarding HIPAA on my practice's website and included in the initial paperwork packet.