

Notice of Privacy Practices

Learning Coach, LLC - Bellingham, WA - LearningCoachWA.com - 360-207-4560

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW CLIENTS CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

I. Learning Coach LLC's pledge regarding health information.

Learning Coach LLC is committed to protecting personal health information. Learning Coach LLC service providers create a record of care and services provided to meet legal requirements and to provide quality services.

This notice applies to all of the records of care generated by Learning Coach LLC. This notice explains the ways in which Learning Coach LLC may use and disclose personal health information. It also details client rights to the health information maintained by Learning Coach LLC, and describes certain obligations Learning Coach LLC has regarding the use and disclosure of personal health information.

Learning Coach LLC is required by law to:

1. Make sure that protected health information ("PHI") that identifies clients is kept private.
2. Give clients this notice of Learning Coach LLC's legal duties and privacy practices with respect to health information.
3. Follow the terms of the notice that is currently in effect.

Learning Coach LLC can change the terms of this Notice, and such changes will apply to all personal health information. The new Notice will be available upon request, in physical copy during sessions, and on the Learning Coach LLC website.

II. HOW LEARNING COACH LLC MAY USE AND DISCLOSE CLIENT PROTECTED HEALTH INFORMATION:

Learning Coach LLC uses and discloses health information in these ways:

Not every use or disclosure in a category will be listed. However, all of the ways Learning Coach LLC is permitted to use and disclose information will fall within one of the categories.

1. For Treatment Payment, or Health Care Operations: Federal privacy rules (regulations) allow health care providers who have direct treatment relationship with the patient/client to use or disclose the patient/client's personal health information without the patient's written authorization, to carry out the health care provider's own treatment, payment or health care operations. Learning Coach LLC may also disclose client protected health information for the treatment activities of any health care provider. This too can be done without client written authorization. For example, if a health care provider were to consult with another licensed health care provider about the client's condition, Learning Coach LLC would be permitted to use and disclose client personal health information, which is otherwise confidential, in order to assist the health care provider in diagnosis and treatment of the client's condition.
2. Disclosures for treatment purposes are not limited to the minimum necessary standard because other health care providers need access to the full record and/or full and complete information in order to provide quality care. The word "treatment" includes, among other things, the coordination and management of health care providers with a third party, consultations between health care providers and referrals of a patient for health care from one health care provider to another.
3. Lawsuits and Disputes: If a client is involved in a lawsuit, Learning Coach LLC may disclose health information in response to a court or administrative order. Learning Coach LLC may also disclose health information about a client's child in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell clients about the request or to obtain an order protecting the information requested.

III. CERTAIN USES AND DISCLOSURES REQUIRE CLIENT AUTHORIZATION:

Session Notes: Learning Coach LLC service providers keep "Session notes" and any use or disclosure of such notes requires client Authorization unless the use or disclosure is:

1. For use in treating the client.
2. For use in training or supervising associates to help them improve their clinical skills.
3. For use in defending Learning Coach LLC in legal proceedings instituted by the client.
4. For use by the Secretary of Health and Human Services to investigate Learning Coach LLC compliance with HIPAA.
5. Required by law and the use or disclosure is limited to the requirements of such law.
6. Required by law for certain health oversight activities pertaining to the originator of the session notes.

7. Required by a coroner who is performing duties authorized by law.
8. Required to help avert a serious threat to the health and safety of others.

Learning Coach LLC will not use or disclose client PHI for marketing purposes and will not sell client PHI in the regular course of business.

IV. CERTAIN USES AND DISCLOSURES DO NOT REQUIRE CLIENT AUTHORIZATION.

Subject to certain limitations in the law, Learning Coach LLC can use and disclose client PHI without client Authorization for the following reasons:

1. When disclosure is required by state or federal law, and the use or disclosure complies with and is limited to the relevant requirements of such law.
2. For public health activities, including reporting suspected child, elder, or dependent adult abuse, or preventing or reducing a serious threat to anyone's health or safety.
3. For health oversight activities, including audits and investigations.
4. For judicial and administrative proceedings, including responding to a court or administrative order, although preference is to obtain an Authorization from the client before doing so.
5. For law enforcement purposes, including reporting crimes occurring on Learning Coach LLC premises.
6. To coroners or medical examiners, when such individuals are performing duties authorized by law.
7. For research purposes, including studying and comparing the patients who received one form of care versus those who received another form of care for the same condition.
8. Specialized government functions, including, ensuring the proper execution of military missions; protecting the President of the United States; conducting intelligence or counterintelligence operations; or, helping to ensure the safety of those working within or housed in correctional institutions.
9. For workers' compensation purposes. Although preference is to obtain an Authorization from the client, Learning Coach LLC may provide client PHI in order to comply with workers' compensation laws.
10. Appointment reminders and health related benefits or services. Learning Coach LLC may use and disclose client PHI to contact clients for reminders of appointments. Learning Coach LLC may also use and disclose client PHI to explain treatment alternatives, or other health care services or benefits offered.

V. CERTAIN USES AND DISCLOSURES REQUIRE CLIENTS TO HAVE THE OPPORTUNITY TO OBJECT.

Disclosures to family, friends, or others. Learning Coach LLC may provide client PHI to a family member, friend, or other person that is indicated in being involved in client care or the payment for health care, unless the client objects in whole or in part. The opportunity to consent may be obtained retroactively in emergency situations.

VI. CLIENTS HAVE THE FOLLOWING RIGHTS WITH RESPECT TO PHI:

1. **The Right to Request Limits on Uses and Disclosures of Client PHI.** Clients have the right to ask Learning Coach LLC not to use or disclose certain PHI for treatment, payment, or health care operations purposes. Learning Coach LLC is not required to agree to client request, and may say “no” if it is believed it would affect the client’s health care.
2. **The Right to Request Restrictions for Out-of-Pocket Expenses Paid for In Full.** Clients have the right to request restrictions on disclosures of PHI to health plans for payment or health care operations purposes if the PHI pertains solely to a health care item or a health care service that clients have paid for out-of-pocket in full.
3. **The Right to Choose How Learning Coach LLC Sends PHI to Clients.** Clients have the right to ask Learning Coach LLC to contact them in a specific way (for example, home or office phone) or to send mail to a different address, and Learning Coach LLC will agree to all reasonable requests.
4. **The Right to See and Get Copies of Client PHI.** Other than “session notes,” clients have the right to get an electronic or paper copy of their medical record and other information that Learning Coach LLC has about the client. Learning Coach LLC will provide clients with a copy of their record, or a summary of it, if they agree to receive a summary, within 30 days of receiving the client’s written request, and Learning Coach may charge a reasonable, cost based fee for doing so.
5. **The Right to Get a List of the Disclosures Learning Coach LLC has Made.** Clients have the right to request a list of instances in which Learning Coach LLC has disclosed client PHI for purposes other than treatment, payment, or health care operations, or for which clients provided Learning Coach LLC with an Authorization. Learning Coach LLC will respond to client requests for an accounting of disclosures within 60 days of receiving the request. The list Learning Coach LLC will provide will include disclosures made in the last six years unless the client requests a shorter time. Learning Coach LLC will provide the list at no charge, but if clients make more than one request in the same year, Learning Coach LLC will charge the client a reasonable cost based fee for each additional request.

6. The Right to Correct or Update Client PHI. If a client believes that there is a mistake in their PHI, or that a piece of important information is missing from their PHI, they have the right to request that Learning Coach LLC correct the existing information or add the missing information. Learning Coach LLC may say “no” to the client’s request, but will explain why in writing within 60 days of receiving the request.
7. The Right to Get a Paper or Electronic Copy of this Notice. Clients have the right get a paper copy of this Notice, and clients have the right to get a copy of this notice by e-mail. And, even if clients have agreed to receive this Notice via e-mail, they also have the right to request a paper copy of it.

EFFECTIVE DATE OF THIS NOTICE

This notice went into effect on July 8th, 2024.

Acknowledgement of Receipt of Privacy Notice

BY SIGNING BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.

Client name _____ Date of Birth _____

Legal guardian name _____ Relationship to client _____

Signature _____ Date _____