



Notice of Privacy Practices

Security of Your Information

We safeguard your information at Counseling @ Second. We also limit access to your information to protect against its unauthorized use. These safeguards help us meet both federal and state requirements to protect the privacy of your personal health information.

Uses and Disclosures of Medical Information

With your written permission, we may use and disclose personal information about you for counseling, treatment, and health care operations. For instance, we may use and disclose your personal information to a physician or other health care provider in order to provide treatment to you. This includes coordination of your care with other health care providers, consultation with other providers, and referral to other providers related to your care.

Authorization

You may give us written authorization to use your personal information or to disclose it to another appropriate mental health professional or organization. If you give us an authorization, you may revoke it in writing at any time.

Individual Rights

You have the right to a copy of your personal health information, with some exceptions. You may make a request in writing to obtain access to your personal information.

Acknowledgements (Please initial each blank.)

_____ I understand that security cameras and digital image recording are in use in these offices at all times.

_____ I understand that the staff members in this office work as a team and that to ensure high standards of care, my information may be shared with other members of the Counseling team as well as with the team Supervisor.

_____ I understand that some members of the Counseling team offer supervision to Master's level Practicum Candidates and to Licensed Interns. I further understand that I may be asked to allow one of these Candidates or Interns to observe my session. I have the right to refuse to be observed if I prefer to meet with my counselor alone.

_____ I understand that the State of Texas limits confidentiality.

- If an individual is a danger to himself, or to others, a report will be made to an appropriate family member and/or law enforcement official.
- If an individual reports abuse of a child, a disabled individual, or an elderly person, a report will be made to the appropriate law enforcement official.
- It is not optional for staff members of Second Baptist Church to try to determine how lethal a threat may be before making a report. Any threat will be reported to the appropriate law enforcement official.

_____ I understand that if my private information is compromised, SBC will inform me.

_____ I understand that email is not confidential and that the SBC Counseling staff does not respond to email in order to protect my personal information.

Signature

Date

Printed Signature