

The Pearl Ministry
Notice of Privacy Practices
and
HIPPA Client Rights Statement
August, 2017

This notice describes your rights under HIPPA, how information about you may be used and disclosed, and how you can access this information. Please review it. We reserve the right to revise our Notice of Privacy Practices and HIPPA Client Rights Statement at any time. If we do so, the revised Notice will be posted in locations throughout our building and available upon request.

All information revealed by you in meetings with The Pearl Ministry Lay Caregivers and most information placed in your file (individually identifiable health information held or disclosed in any form [electronic, paper, oral] is considered Protected Health information [PHI] under HIPPA). Each time you meet with one of the Lay Caregivers with The Pearl Ministry (or visit any doctor, hospital, clinic, etc.) information is collected about you. It may be information about your past, present or future health or conditions, or a description of the help/advice you were given. As a participant in The Pearl Ministry, your PHI is likely to include things like:

- Your personal history which may include the following - your family of origin history, your school history, work history, marital history, etc.
- The reasons you came for help from The Pearl Ministry - problems, complaints, needs, goals, etc.
- Progress Notes – Notes are made about your self-report of your current situation since the prior meeting, observations of the Lay Caregiver, etc.

As such, your PHI cannot be distributed to anyone else without your expressed informed and voluntary written consent or authorization. The exceptions to this are listed as follows:

Use or disclosure of the following PHI does not require your consent or authorization:

- Uses and disclosures required by law – such as files subpoenaed by a judge.
- Uses and disclosures about victims of abuse, neglect or domestic violence – such as suspected Child Abuse or Neglect, Elder Abuse, duties to warn as explained in the Disclosure Statement of The Pearl Ministry.
- Uses for health and oversight activity – such as correcting records already disclosed.
- Uses and disclosures for judicial and administrative proceedings – such as in a case where you are claiming breach of ethics or malpractice.
- Uses and disclosures for law enforcement purposes – such as when you claim mental health issues as a defense in a civil or criminal case.
- Uses and disclosures to avert a serious threat to health and safety – such as a commitment hearing; threats to another person's life and safety; threats to your own life or safety.
- Your PHI may also be shared with the Lay Caregiver's supervisor during consultation meetings, and if it is in your best interest, but the confidentiality code will then extend to the Supervisor as well.

Your rights as a Pearl Ministry Client regarding your health information

- As a client, you have the right to see your Pearl Ministry Caregiver file. Personal notes (also called psychotherapy notes) taken by the Lay Caregivers are afforded special privacy protection under the HIPPA regulations and are excluded from this right. Please put your request in writing and return to Marlene K. Backert, MA; LCPC, NCC, BCPC, Administrator for ThePearlMinistry@PVBChurch.com
- As a client, you have a right to review a copy of your file, excluding the personal notes/psychotherapy notes as noted above. You will be required to pay copying fees. Please put your request in writing and return to:

- Marlene K. Backert, MA; LCPC, NCC, BCPC, Administrator for ThePearlMinistry@PVBChurch.com.
- As a client, if you believe that information in your record is incorrect or incomplete, you can request that changes be made, and if reasonable, we will do so.
 - As a client, you have the right to request a history of all disclosures of Protected Health Information (PHI). You will be required to pay copying fees.
 - As a client, you have a right to restrict the use and disclosure of your PHI for purposes of treatment or operations; if you choose to release any PHI, you will be required to sign an Authorization for Release of Information Form, detailing exactly to whom, and what information, you wish to be disclosed.
 - As a client, you have the right to file a complaint in writing if you believe that your privacy rights have been violated.

Prior to your meeting with a Pearl Ministry Lay Caregiver, you will receive:

1. An exact duplicate of this Notice of Privacy Practices
2. A Pearl Ministry Disclosure Statement and Consent for Treatment – both for your personal records
3. A request that you review these document ; it will be necessary for you to sign each one, stating that you have received, read, and understood both documents; these signed document will be placed in your file. Please do not sign the documents if you do not understand any part of the HIPPA Client Rights or The Pearl Ministry Disclosure Statement and Consent for Treatment; your Lay Caregiver will be happy to help explain these documents.

You may address any questions or concerns about these policies to your Pearl Ministry Lay Caregiver, or to Marlene K. Backert, MA; LCPC, NCC, BCPC, Administrator of The Pearl Ministry at Pleasant View Baptist Church using ThePearlMinistry@PVBChurch.com.

You may refuse to sign The Notice of Privacy Statement or The Pearl Ministry Disclosure and Consent for Treatment forms. However, we are permitted to refuse to provide services if consent is not granted.

Having read this document, we ask that you sign this consent form to let us record our notes after each meeting, and to let us share your information within the constraints of the guidelines stated above. If you do not consent, we will not be able to offer The Pearl Ministry services to you.

Signature of Client	Printed name of Client	Date
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Signature of Lay Caregiver	Printed name of Lay Caregiver	Date
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