



DRS. ROFFMAN, CAVANAGH
& ASSOCIATES

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Please read and sign below that you understand and accept the privacy procedures as stated, and that you have been made aware that a more detailed policy description is available for you to read. We, Drs. Roffman, Cavanagh, Horn, Cornbrooks, Mrs. Demos and Mrs. Stephens do not release your child's records (or YOUR records in the case of those patients over 18) except to YOU or your parents directly. Thus, most of the HIPAA requirements are not valid for our practice as these rules regard release of information to others besides the patient or the minor patient's parents. Protected Health Information ("PHI") may not be used or disclosed in violation of the Health Insurance Portability and Accountability Act ("HIPAA") Privacy Rule (45 C.F.R. parts 160 and 164) (hereinafter, the "Privacy Rule") or in violation of state law.

We are permitted, but not mandated, under the Privacy Rule to use and disclose PHI without patient consent or authorization in limited circumstances. However, state or federal law may supersede, limit, or prohibit these uses and disclosures.

Under the Privacy Rule, these permitted uses and disclosures include those made:

- To the patient
- For treatment, payment, or healthcare operations purposes, or
- As authorized by the patient

Additional permitted uses and disclosures include those related to or made pursuant to:

- Reporting on victims of domestic violence or abuse, as required by law
- Court orders
- Worker's compensation laws
- Serious threats to health or safety

The following provides guidance concerning the documentation requirements of the Privacy Rule. You should note that documentation is required throughout the Privacy Rule to demonstrate implementation of certain requirements. These documentation requirements include those specifically related to notice, authorization, the minimum necessary standard, and patients' rights.

- We maintain policies and procedures in written, not electronic form.
- All written communication required by the Privacy Rule is maintained as written documentation.
- If an action, activity, or designation is required by the Privacy Rule to be documented, a written copy is maintained as documentation.

- Documentation is maintained for a period of six years from the date of creation or the date when it last was in effect, whichever is later.

Parent Signature

Date

Parent Signature

Date