

The Couple's Workshop
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Health Insurance and Accountability Act (HIPAA)

The Couple's Workshop provides therapy services to individuals and couples. The HIPAA law requires that your personal information be collected and stored in a safe and confidential as required by HIPAA standards .

The HIPAA Privacy Rule regulates the use and disclosure of protected health information (PHI) by "covered entities." These entities include health care clearinghouses, health insurers, employer-sponsored health plans, and medical providers. Upon request, covered entities must disclose PHI to an individual within 30 days. The Couple's Workshop mentioned earlier must provide and disclose PHI as required by law enforcement for the investigation of suspected child abuse.

- The Couple's Workshop may disclose PHI to law enforcement if requested to do so by court orders, court-ordered warrants, subpoenas, and administrative requests.
- The Couple's Workshop can not reveal PHI to facilitate treatment, payment, or health care operations without a patient's written authorization.
- Any other disclosures of PHI require The Couple's Workshop to obtain prior written authorization.
- When The Couple's Workshop discloses PHI, it must make a reasonable effort to share only the minimum necessary information.
- The Privacy Rule gives individuals the right to demand that a covered entity correct any inaccurate PHI and make reasonable steps to ensure the confidentiality of communications with individuals.
- The Privacy Rule requires covered entities to notify individuals of PHI use, keep track of disclosures, and document privacy policies and procedures.

Right to access

The Privacy Rule requires The Couple's Workshop to give individuals PHI access when an individual requests information in writing. A provider has 30 days to provide a copy of the information to the individual. An individual may request the information in electronic form or hard-copy.

- Individuals have the right to access all health-related information (except psychotherapy notes of a provider, and information gathered by a provider to defend against a lawsuit).
- The Couple's Workshop may charge a reasonable amount for copying costs. However, no charge is allowable when providing data electronically from a certified electronic health record (EHR) using the "view, download, and transfer."
- An individual may authorize delivery of information using either encrypted or un-encrypted email, media, direct messaging, or other methods. When using un-encrypted delivery, an individual must understand and accept the risks of data transfer.
- An individual may request in writing that their PHI be delivered to a third party.
- An individual may request in writing that their The Couple's Workshop send PHI to a designated service used to collect or manage their records, such as a Personal Health Record application.