

Focused Solutions, LLC.
10440 Shaker Dr., Ste 209
Columbia, MD 21046
PH 301-802-7359 Fax 888-611-6808



THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY, AS THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT.

FOCUSED SOLUTIONS, LLC'S LEGAL DUTY

Focused Solutions, LLC and all clinical staff/contractors are required by federal and state laws to maintain the privacy of your health information at to give you this Notice about our privacy practices that are described in this notice.

Focused Solutions, LLC reserves the right to change privacy practices and the terms of this Notice at any time, provided such changes are applicable by law. This pertains to all health information that Focused Solutions, LLC will maintain, including any health information created or received prior to this law going into effect on April 15, 2003. Before Focused Solutions, LLC makes significant change in privacy practices, this Notice will be changed and the new Notice will be made available upon request. You may request a copy of this Notice or more information about privacy practices at any time.

USES AND DISCLOSURES OF HEALTH INFORMATION

Focused Solutions, LLC will use and disclose health information about you for treatment and payment.

Treatment: Focused Solutions, LLC may use or disclose your health information to a physician or other healthcare providers providing treatment to you.

Payment: Focused Solutions, LLC may use and disclose your health information to obtain payment for services provided to you.

Your Authorization

In addition to Focused Solutions, LLC using health information for treatment or payment, you may give Focused Solutions written authorization to use your health information or to disclose it to anyone for any purpose. If you give Focused Solutions, LLC authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give Focused Solutions, LLC a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice, except as required by law.

To Your Family and Friends: Focused Solutions, LLC must disclose your health information to you, as described in the Patient Rights section of this Notice. Focused Solutions, LLC may disclose your health information to a family member, friend, or other person to the extent necessary to help with your healthcare or pay for your health care, but only if you agree I may do so.

Persons Involved in Care: I may use or disclose health information to notify or assist in the notification of (including identifying or locating) a family member, your personal representative, or another person responsible for your care, of your location, your general condition, or your death. If you are present prior to the use or disclosure of this health information, I will provide you with an opportunity to object to such use or disclosure. In the event of your incapacitation or emergency circumstances, I will disclose health information based in a determination using professional judgment, disclosing only that which is directly relevant to the person's involvement in your healthcare.

Marketing Health-Related Services: Focused Solutions, LLC will not use your health information for marketing communications without your written authorization.

Abuse or Neglect: Focused Solutions, LLC's licensed professionals may disclose your health information to appropriate authorities if there is a reasonable belief that you are a possible victim or abuse, neglect, domestic violence, or the possibility of other crimes is learned. Focused Solutions, LLC may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health or safety of others.

National Security: Focused Solutions, LLC may disclose to military authorities the health information of Armed Forces personnel under certain circumstances, as required for lawful intelligence, counter intelligence, and other national security activities. I may disclose to a correctional institution or law enforcement officer having lawful custody of protected health information of an inmate or patient under certain circumstances.

Appointment Reminders: I may use or disclose your health information to provide you with appointment reminders by voice mail message or letter.

PATIENT RIGHTS

Access: You have the right to look at or get copies of your health information, with limited exceptions. Requests must be in writing in a letter or on a form provided by Focused Solutions, LLC. you may request that Focused Solutions, LLC provide your health information in a format other than photocopies, such as a summary. Focused Solutions, LLC will use the format you request unless Focused Solutions, LLC cannot practicably do so. Focused Solutions, LLC will charge a reasonable cost-based fee for expenses such as copying, time and postage.

Disclosure Accounting: You have the right to receive a list of instances in which Focused Solutions, LLC has disclosed your information for purposes other than treatment or payment and certain other activities, going back 6 years but not before April 14, 2003. If you request this accounting more than once in a 12 month period, Focused Solutions, LLC may charge a reasonable cost-based fee.

Restriction: You have the right to request that Focused Solutions, LLC place additional restrictions on use or disclosure of your health information. Focused Solutions is not required to agree to these additional restrictions but if Focused Solutions, LLC does, we will abide by this agreement except in an emergency.

Alternative communication: You have the right to request in writing that Focused Solutions, LLC communicate with you about your health information by alternate means or in alternate locations, specifying satisfactory explanation as to how payments will be handled.

Amendment: You have the right to request in writing that Focused Solutions, LLC amend your health information, along with explanation as to why the information should be amended. Focused Solutions, LLC may deny your request under certain circumstances.

Electronic Notice: If you receive this Notice on our website or email, you are entitled to receive this Notice in written form.

Questions and Complaints

If you want more information about Focused Solutions, LLC privacy practices, please contact us. If you are concerned that we have violated your privacy rights or if you disagree with the decision we made about access to your health information; a response to a request you made to amend or restrict access to the use or disclosure of your health information; or to have Focused Solutions, LLC communicate with you by alternative means or at alternative locations, you may complain to Janet Hosford-Lamb, LCSW-c. You may also submit a written complaint to the U.S. Department of Health and Human Services. Focused Solutions, LLC supports your right to the privacy of your health information and will not retaliate in any way if you choose to file a complaint.