



### **Notice of Privacy Practices (NPP)**

***This notice describes how medical information about you may be used and disclosed and how you can gain access to this information. It is provided to you pursuant to provisions of the Health Information Portability and Accountability Act of 1996 (HIPAA) and related federal regulations. Please review the information below and ask our staff any questions you may have.***

Debbie Malloy, LLC is a Limited Liability Company in the state of Georgia responsible for providing a variety of professional services which deal with mental health and other confidential information. Our commitment to confidentiality is dedicated to maintaining the privacy of your or your child(ren)'s Protected Health Information (PHI). We are required by law to do this. These laws are complicated but state that we must provide you with important information. This form explains our privacy practices. We will use information about your health, which could be gathered by you and/or others, to provide you with treatment and services offered by Debbie Malloy, LLC. These services are referred to in the law as "health care operations." After you have read this NPP, we will ask you to sign this form authorizing us to share your or your child(ren)'s information if necessary. If you do not consent to sign this form, we may not be able to provide counseling services to you.

If you/we need to disclose (send, share, release) your or your child(ren)'s Protected Health Information for any reason, we will need to discuss the circumstances. Additionally, this will require that you sign an authorization form to allow disclosure.

We will keep your or your child(ren)'s PHI entirely private, but there are some instances when the law requires us to share it such as:

1. When there is a serious threat to your or your child(ren)'s health and safety, or the health and safety of another individual or the general public. We will only share information with a person or organization who is able to help prevent or reduce the threat.
2. Some lawsuits and legal proceedings
3. If a law enforcement official requires us to do so

There are other business activities that may require the sharing of your PHI or identifying information such as the following:

1. In the event you are using a third party to pay for services, such as insurance.
2. For the purposes of consulting with other professional for treatment planning but without the use of your identifying information.
3. For the purposes of business activities of Debbie Malloy, LLC such as scheduling, training, licensing, or signing in at the front desk.

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*Signature of client/legal guardian*

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*Date*