

Nutrition Balance LLC
Susanne Consiglio, Registered Dietitian Nutritionist

Notice of Protected Health Information Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL/NUTRITION INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

You are being provided with this notice in accordance with federal health privacy regulations that were issued as a result of the Health Insurance Portability and Accountability Act (**HIPAA**).

Nutrition Balance LLC/Susanne Consiglio, RDN is the Privacy Officer in charge of developing and maintaining this Privacy Rule and is HIPAA compliant to maintain the privacy of your medical/nutrition information.

Uses and disclosures of counseling/treatment sessions upon your signature approval:

- Susanne Consiglio, RDN is permitted to use and disclose treatment counseling session/plan to the referring physicians. Your medical information will not be disclosed to any other person unless you have signed written authorization to do so.
- Susanne Consiglio, RDN is permitted to make a request to your physician to obtain your labs and most recent medical history for treatment purposes only for your nutrition and health care.

Use and disclosure for payment related purposes:

- Susanne Consiglio, RDN is permitted to use and disclose your medical information for payment related purposes/Medicare (Federal Program). The **minimum necessary standard** will be applied for payment purposes and no additional information will be disclosed. Your information is being transmitted electronically for processing payment claims only.

Disclosure to you, or your family

- Susanne Consiglio, RDN may disclose your medical/nutrition information to you, or your family member, or personal representative or other individual you identify who is involved in your care. Ex. Disclosing information to a parent/guardian of a minor or to an appointed individual by an older adult/elderly patient.

Office procedures implemented to maintain the privacy of protected health information:

- You will receive reminder phone calls to your preference: **home or office** and this will be noted in your file. Reminder messages will be minimal in content and will be discreet. Your medical record/information will be stored privately in a locked cabinet in office.
- **Your authorization to use and disclose medical information:**
- Susanne Consiglio, RDN will not use or disclose your medical information in any way that is not mentioned above, unless you have provided written authorization to do so.
- You have the right to revoke in writing at any time an authorization you have given.

Your rights as a patient:

- You have the right to inspect and obtain a copy of your medical/nutrition information maintained by Susanne Consiglio, RDN. You will be responsible for a nominal fee for Xeroxing of chart.
- If you would like to request a copy of your file, this will be done upon receiving your written consent, mailing address, and a nominal fee to cover copying/ mailing charges.
- You have the right to request that your medical/nutrition information be amended if you believe that it is inaccurate or incomplete. To make such a request, please submit it in writing, giving the details of your request and why you are making it.
- If Susanne Consiglio, RDN accepts your request, the appropriate records will be amended, and the appropriate persons will be notified of the changes or corrections.
- Susanne Consiglio, RDN may deny your request in certain circumstances such as if the medical/nutrition information in your medical record is accurate and complete. In this case you will receive written notification of why your request is being declined.
- Under Federal and State Law psychotherapy notes are not to be copied for you the patient for your protection.
- If you believe that your privacy rights have been violated and wish to make a complaint, you may send a written complaint including specific details to the address listed below. You may also submit a complaint to the United States Secretary of Health and Human Services.
- For further information regarding this notice of Privacy Practices please contact Nutrition Balance LLC/Susanne Consiglio, RDN at **586-778-4877** Monday – Friday between the hours of 9 am – 5 pm.

Nutrition Balance LLC, Susanne Consiglio, RDN
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