

## **Notice of Randy Sellers MD PA Privacy Policies and Practices**

**This notice describes how psychiatric and medical information about you may be used and disclosed and how you can get access to this information. A copy of this document is available at Dr. Sellers' office and on the website: [www.RandySellersMD.com](http://www.RandySellersMD.com).**

All information provided to Dr. Sellers during the evaluation and treatment process is considered confidential by Dr. Sellers. The Disclosure of protected health information will be governed by North Carolina General Statute 122C, federal law regarding substance abuse records 42 CFR Part 2, and the Health Insurance Portability and Accountability Act of 1996, as well as any other applicable federal or state laws.

Exchange and use of protected health information between Dr. Sellers and a billing service professional or health insurance company for the purpose of obtaining payment for treatment will be permitted and based on "need to know" guidelines and positional authority.

According to HIPAA, Dr. Sellers can disclose protected health information to physicians, psychologists, and other licensed healthcare providers who are involved in your care for the purpose of improving treatment. However, it is Dr. Sellers' practice to make a good faith effort to obtain your written authorization before such disclosures. Any authorization for disclosure may be revoked at any time, except to the extent that action has been taken in reliance on it.

Professional consultation: On occasion Dr. Sellers consults with other mental health/ medical professionals regarding the care of his patients; however, the patients' identities remain completely anonymous, and confidentiality is fully maintained.

You have the right to request restriction of the disclosure of your health information, except when Dr. Sellers is required to do so. Under the following specific conditions, disclosure of information is permitted and/or required by law and professional ethics without your specific authorization:

- When there is a medical or psychiatric emergency involving your health or safety
- When there is a medical or psychiatric emergency involving the health or safety of others due to your potential actions
- When Dr. Sellers is required by law to report instances of neglect or abuse of a child or disabled adult
- When Dr. Sellers is responding to a court order or participating in a commitment proceeding
- When Dr. Sellers is required by North Carolina Administrative Code to disclose physician information due to an incident that would cause a health risk to other persons

You also have other rights related to the use and disclosure of health information in your medical record. These can be exercised by contacting Dr. Sellers and would include:

- The right to request that your medical record be designated as a secure file
- The right to inspect and request a copy of your medical record
- The right to request an amendment of any section of your medical record
- Each disclosure of protected health information will be documented in the medical record. You have the right to request an accounting of these disclosures.

## **Notice of Randy Sellers MD PA Privacy Policies and Practices (cont.)**

Dr. Sellers has the following duties as regards your privacy:

- Dr. Sellers is required to maintain the privacy of protected health information and will provide you with a notice of his legal duties and privacy practices with respect to protected health information (this document).
- Dr. Sellers reserves the right to change the privacy policies and practices described in the notice. Unless he notifies you of such changes, however, he is required to abide by the terms currently in effect.
- If Dr. Sellers revises his policies and procedures, he will make available to you the new policies, with copies available at his office and on the website:  
[www.RandySellersMD.com](http://www.RandySellersMD.com).

Dr. Sellers may mail billing information to you. If you do not wish to receive mailings from Dr. Sellers, please let him know.

If you are concerned that Dr. Sellers has violated your privacy rights, or you disagree with a decision Dr. Sellers has made about access to your records, one option is to discuss your concerns with Dr. Sellers. As he is in solo practice, he serves as privacy officer for his practice. You may also send a written complaint to:

- 1) the Secretary of the North Carolina Department of Health and Human Services, 2001 Main Service Center, Raleigh, NC, 27699-2001, or call (919)733-4534, or
- 2) the U.S. Secretary of Health and Human Services, 200 Independence Avenue SW, Washington, DC 20201, or call (877)696-6775.

The provision of services will not be affected by the filing of any complaint.

This notice went into effect on 11/28/2010.

I have received the **Notice of Randy Sellers MD PA Privacy Policies and Practices.**

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_