



Notice of Privacy Practices

Heart Song, LLC follows the privacy guidelines set forth by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This notice describes how health information may be used and disclosed, and how you can get access to your protected health information (PHI).

The following points will be covered in this notice:

1. How Heart Song, LLC may use and disclose your PHI
2. Your privacy rights pertaining to your PHI
3. Heart Song, LLC's obligations concerning the use and disclosure of your PHI

*Heart Song, LLC reserves the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will affect all records; past, present, and future. You may request a copy of the most current Notice at any time.

1. It is the policy of Heart Song, LLC to make a reasonable effort to use or disclose, or to request from another health care provider, the minimum amount of PHI required to achieve the particular use or disclosure for the patient's treatment unless an exception applies.
2. Rights:
 - a. You have the right to request that Heart Song, LLC communicates with you about your health and related issues in a particular manner or at a certain location.
 - b. You have the right to request a restriction in Heart Song, LLC's use or disclosure of your PHI.
 - c. You have the right to request a copy of PHI that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes.
 - d. You may ask to amend your health information if you believe it is incorrect or incomplete.
 - e. You may request a paper copy of Heart Song, LLC's notice of privacy practices.
 - f. If you believe your privacy rights have been violated, you may file a complaint with Heart Song, LLC or with the Secretary of the Department of Health and Human Services.
3. Use and Disclosure of PHI:
 - a. Public Health Risks
 - b. Lawsuits and Court Requirements
 - c. Law Enforcement Request
 - d. Any Medical/Treatment Professionals that are authorized by you for the purpose of treatment

***IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTICE OF PRIVACY PRACTICES, PLEASE CONTACT:**

HEART SONG, LLC
605 WEST AVENUE
GAINESVILLE, GA 30501

For more information about HIPAA or to file a complaint:

The U.S. Department of Health & Human Services
Office of Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
<http://www.hhs.gov/ocr/privacy/>

Effective Date of this notice: August 15th, 2014.