



**NOTICE OF PRIVACY PRACTICES
SUMMARY OF NOTICE**

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

The Mandarin Cove Counseling Center keeps medical information about you. This information is personal and private. I need to use this information in many ways. First, I use the information when I treat you or refer you for treatment. Second, I use the information to pay bills for your medical care. Finally, I use this information for health care operations and quality assurance.

Under the law, each patient has certain rights to the medical information kept at the Mandarin Cove Counseling Center. The rights are:

- Access. You can ask to look at your information.
- Restriction. You can ask to limit who sees your information. You can ask to limit what information is sent out.
- Accounting. You can ask to see the list of places where your information has been sent.
- Amending. You can ask to change medical information if it is wrong.

A client has the right to file a complaint regarding privacy with the Secretary of Health and Human Services toll free 1-877-696-6775.

Florida Statutes: Florida statutorily grants patients the right of access to medical records maintained by health care practitioners. The disclosure of patient information by providers is generally prohibited without the patient's consent, subject to specified exceptions. Florida also has numerous laws protecting the confidentiality of health information held by a variety of entities and government agencies.

Patient Signature

Date