



Tranquility Health L.L.C.

Your rights

Your rights regarding your health information:

1. You can ask us to communicate with you about your health and related issues in a particular way or at a certain place. For example, you can ask us to call you at home, and not at work to schedule or cancel an appointment. We will try our best to do as you ask.
2. You have the right to ask us to limit what we tell certain individuals involved in your care or the payment for your care, such as family members and friends. While we don't have to agree to your request, if we do agree, we will keep our agreement except if it is against the law, or in an emergency, or when information is necessary to treat you.
3. You have the right to look at health information we have about you such as your medical billing records. You may get a copy of billing records however; you do not have a right to copies of psychotherapy notes. Talk with your therapist to arrange how to see your records. There may be a charge for copies of records.
4. If you believe the information in your records is incorrect or incomplete, you may ask us to make some kinds of changes (called amending) to your health information. You must make this request in writing and give it to your therapist. You must tell us the reasons you want to make the changes.
5. You have a right to a copy of this notice. If we change the Notice of Privacy Practices (NPP) we will post it in our waiting you and you may always get a copy of the NPP from your therapist.
6. You have the right to file a complaint if you believe your privacy acts have been violated. You may file a complaint with your therapist and with the Secretary of the Nebraska Department of Health and Human Services. All complaints must be in writing. Filing a complaint will not change the health care we provide to you in any way.

If you have any questions regarding this notice or our health information privacy policies, please contact your therapist.

The effective date of this notice is October 20, 2014.