



Professional Counseling,
Consulting & Educational Services

YOUR INFORMATION. YOUR RIGHTS. OUR RESPONSIBILITIES.

This notice is required by law and describes how your health information may be used and disclosed, and how you can obtain access to this information.
Please review it carefully.

YOUR INFORMATION	
Your information may be shared without your permission when:	<ul style="list-style-type: none"> Life Strategy Consultants, LLC employees and/or staff communicate internally for consultative and supervisory purposes to ensure the highest levels of care for you. You disclose information that as mandated reporters our clinicians are required by law to report to the proper authorities. We are required to do so by federal, state, or local law. Your health information is ordered to be disclosed by court order, subpoena, warrant, summons or similar process. Your information is disclosed in a way that does not reveal your identity.
Your information may be shared without your permission when:	<ul style="list-style-type: none"> A third party is billed for your treatment. You request specific information be shared with a third party.
YOUR RIGHTS	
Get an electronic or paper copy of your health record	<ul style="list-style-type: none"> You may request to see a copy of your health record and other health information we may have about you. Ask us how to do this. We will provide a copy or a summary of your health record within 30 days of your written request. We may charge a reasonable, cost-based fee.
Ask us to correct your health record	<ul style="list-style-type: none"> You may ask us to correct health information about you that you believe is incorrect or incomplete. Ask us how to do this. We may deny your request, but we will explain our denial in writing within 60 days.
Request confidential communications	<ul style="list-style-type: none"> You may ask us to contact you using a specific phone number or email. We will accommodate all reasonable requests.
File a complaint if you feel your rights are violated	<ul style="list-style-type: none"> You may file a complaint in writing to the President of Life Strategy Consultants, LLC if you feel we have violated your rights: 39 W Main Ave, PO Box 512, Myerstown, PA 17067 You will not be penalized for filing a complaint.
OUR RESPONSIBILITIES	
<ul style="list-style-type: none"> We are required by law to maintain the privacy and security of your protected health information. We will let you know promptly if the privacy and security of your information may have been compromised. We will never sell your health information. We will never use your health information for marketing or promotional purposes without your express written consent. We will give you a copy of this document upon your request. 	

I have reviewed and understand this document.

Client: _____ Date: _____

Client: _____ Date: _____