**PRIVACY NOTICE**

***THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN OBTAIN THIS INFOMMATION. PLEASE REVIEW THIS DOCUMENT CAREFULLY***

**VRC Sports Psychology Performance Consulting Group P.L.L.C** is required by state and federal law to maintain the privacy of your health information and provide you with notice of their legal duties and privacy practices with respect to your health information.

**How VRC Sports Psychology Performance Consulting Group P.L.L.C. May Use or Disclose Your Health information**

1. **Treatment:** **VRC Sports Psychology Performance Consulting Group P.L.L.C.** may use or disclose your health information for session treatment to schedule an appointment or intervention services and also the need to refer you to another practitioner or behavioral health facility.
2. **Payment Functions:** **VRC Sports Psychology Performance Consulting Group P.L.L.C.** may use or disclose health information to determining eligibility ( if applicable) for plan benefits, payment for treatment and services, determine plan responsibility for benefits, preparing and sending invoices, collection efforts and to coordinate benefits (if applicable).
3. **Health Care Operations: VRC Sports Psychology Performance Consulting Group P.L.L.C.** may use or disclose health information including but not limited to, administrative and managerial functions, financial or billing audits, activities relating to benefit coverage; internal quality assurance; submitting claims; participation in managed care plans, personnel decisions, defense of legal matters, business planning, legal services, fraud and abuse detection programs and storage of records in possession of **VRC Sports Psychology Performance Consulting Group P.L.L.C.**
4. **Other Uses and Disclosures: VRC Sports Psychology Performance Consulting Group P.L.L.C.** may use and disclose your protected health information for the following purposes: Call via automated means or live, write to remind you of an appointment, inform you of potential treatment alternatives, options, and health related benefits or services that may be of interest to you(client). Unless you deem otherwise, **VRC Sports Psychology** **Performance Consulting Group P.L.L.C.**  will mail you (client) an appointment reminder on a post card and/or leave you (client) a reminder message on your (client) home answering machine or with someone who answers your phone if you (client) are not at home.
5. **Required by Law: As required by State and Federal Law, VRC Sports Psychology Performance Consulting** **Group P.L.L.C.** may use and disclose your protected health information. **VRC Sports Psychology Performance** **Consulting Group P.L.L.C.**  may disclose medical information pursuant to a court order in judicial or administrative proceedings, to report information related to victims of abuse, neglect or domestic violence or to assist law enforcement official in their law enforcement duties.
6. **Public Health: As required by State and Federal Law, VRC Sports Psychology Performance Consulting Group** **P.L.L.C.** may disclose your health information to public health authorities to prevent or control disease, injury or disability, or for other health oversight activities.
7. **Coroners, Medical Examiners and Funeral Directors: VRC Sports Psychology Performance Consulting Group** **P.L.L.C.** may disclose your health information to coroners, medical examiners and funeral directors. For example, this may be necessary to identify a deceased (individual person, client).
8. **Organ and Tissue Donation:** Your health information may be used or disclosed for cadaveric, organ eye or tissue donation purposes.
9. **Health and Safety: VRC Sports Psychology Performance Consulting Group P.L.L.C.** may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to health or safety of a particular person or individual or to the general public.
10. **Government Functions: VRC Sports Psychology Performance Consulting Group P.L.L.C.** may disclose your health information for military, national security, prisoner and government benefits purposes.
11. **Workers Compensation: VRC Sports Psychology Performance Consulting Group P.L.L.C.** may disclose your health information as necessary to comply with worker’s compensation or similar state and federal laws.
12. **Disclosures to Plan Sponsors: VRC Sports Psychology Performance Consulting Group P.L.L.C.** may disclose your health information to the sponsor of your health group or managed care plan provider of administering benefits under the plan

**When VRC Sports Psychology Performance Consulting Group P.L.L.C; may disclose your health information.**

Except as described in this privacy notice **VRC Sports Psychology Performance Consulting Group P.L.L.C.** will not use or disclose your health information without written documentation and authorization from you (client). If you do authorize **VRC Sports Psychology Performance Consulting Group P.L.L.C.** to use or disclose your health information for another purpose, you (client) may revoke your authorization in writing at any time.

**Statement of Your Health Information Rights**

1. **Right to Request Restrictions:** You (client) have the right to request restrictions on certain uses and disclosures of your health information. **VRC Sports Psychology Performance Consulting Group P.L.L.C.** is not required to agree to the restrictions that you (client) request.
2. **Right to Request Confidential Communications:** You (client) have the right to receive your health information through alternative means. **VRC Sports Psychology Performance Consulting Group P.L.L.C** is not required to agree with your request.
3. **Right to Request a Correction:** You (client) have the right to inspect and copy your health information**. VRC Sports Psychology Performance Consulting Group P.L.L.C** may charge you a reasonable fee to cover the expense.
4. **Right to Request a Correction:** You (client) have the right to request **VRC Sports Psychology Performance** **Consulting Group P.L.L.C** amend your health information. **VRC Sports Psychology Performance Consulting** **Group P.L.L.C** is not required to change your health information.
5. **Right to Accounting of Disclosures:** You (client) have the right to receive an accounting of disclosures of your health information. **VRC Sports Psychology Performance Consulting Group P.L.L.C** will provide one list per 12 month period free of charge, **VRC Sports Psychology Performance Consulting Group P.L.L.C** may charge you for additional lists requested within the same 12 month period.
6. **Right to Paper Copy:** you (client) have the right to receive a paper copy of this **Privacy Notice** at any time.
7. **Right to Revoke Permission:** You (client) have the right to revoke your authorization to use or disclose your health information at any time except to the extent that action has already been taken.

**VRC Sports Psychology Performance Consulting Group P.L.L.C Obligations under This Notice**

**VRC Sports Psychology Performance Consulting Group P.L.L.C is required by state and federal law to:**

1. **Maintain Privacy of all of your (client) health information.**
2. **Provide you (client) with a notice of its legal duties and privacy practices with respect to your health information.**
3. **Abide by the terms of this Notice.**
4. **Notify you (client) if VRC Sports Psychology Performance Consulting Group P.L.L.C is unable to agree to a requested restriction on how your information is used or disclosed.**
5. **Accommodate reasonable requests you (client) may have to communicate health information for reasons other than those listed above and permitted by law.**
6. **Obtain your(client) written authorization to use or disclose your health information for reasons other than those listed above and permitted by state and federal law.**

**VRC Sports Psychology Performance Consulting Group P.L.L.C** reserves the right to amend this Privacy Notice at any time in the future and to make the new **Notice** provisions effective for all health information that **VRC Sports** **Psychology Performance Consulting Group P.L.L.C** maintains. **Revised Notices** will be distributed to you (client) on your next visit.

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**22500 N. Aviano Way Phoenix, Arizona 85050** **vrcsportspsychologyperformancegroup.com (480) 282-2497**