



RGM PSYCHOTHERAPY RESOURCES, INC.

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Raymond Messer, MSW, LISW

NOTICE OF PRIVACY PRACTICES

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 following statement represents the privacy policy for RGM Psychotherapy Resources, Inc. regarding the collection, disclosure, uses, and confidentiality of your protected nonpublic health and financial information.

Information we maintain in our files is collected about you from the following sources:

- Information you provide on forms completed in our office, (i.e. registration form).
- Information provided by your referring physician(s), case management, and other third party referral sources, (i.e. medical notes and test results).
- Information provided by your health insurance and disability insurance agencies, (i.e. Workers Comp).

We may use your information to coordinate and manage your medical treatment, process health insurance claims, obtain treatment authorizations, and make referrals to other health care providers. We may also use your information to obtain payment for services provided to you. We may also use your information to administer business practices including quality assurance, assessment, or legal services, (i.e., refer to another physician, or business associates that provide computer/software maintenance, or to our collection agency).

We will not disclose any nonpublic information about you to any nonaffiliated third party, except as permitted by law. We will restrict access to your health information to those employees and outside service providers who need to know that information to provide services to you. We will also restrict access to your information to outside service providers performing business administration functions to RGM Psychotherapy Resources, Inc., (i.e. computer/software maintenance or legal counsel).

You have the right to request restrictions on certain uses or disclosures, right to receive confidential communications, to inspect and obtain copies of your information, right to amend information, right to receive an accounting of disclosures, right to obtain a paper copy of this notice.

We maintain physical, electronic and procedural safeguards that comply with federal and state regulations to guard your protected health information. We have the right to change the terms of this notice and make new provisions effective for all protected information we maintain. Any revisions will be mailed to your address as listed in our records.

You may complain if you feel your rights have been violated. Please provide a written statement to Ray Messer, Compliance Officer, RGM Psychotherapy Resources, Inc., 2555 S. Dixie Highway, Suite 106, Kettering, OH 45409.

RETAIN FOR YOUR RECORDS

Effective Date 3/5/2010