



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.

Our commitment to your privacy

Our practice is dedicated to maintaining the privacy of your personal health information as part of providing professional care. We are also required by law to keep your information private. These laws are complicated, but we must give you this important information. This is a shorter version of the attached, full, legally required notice of privacy practices. Please talk to our privacy officer (see the end of this form) about any questions or problems.

How we use and disclose your protected health information with your consent

We will use the information we collect about you mainly to provide you with treatment, to arrange payment for our services, and for some other business activities that are called, in the law, health care operations. After you have read this notice we will ask you to sign a consent form to let us use and share your information in these ways. If you do not consent and sign this form, we cannot treat you. If we want to use or send, share, or release your information for other purposes, we will discuss this with you and ask you to sign an authorization form to allow this.

Disclosing your health information without your consent

There are some times when laws require us to use or share your information. For example:

1. When there is a serious threat to your or another's health and safety or to the public.
We will only share information with persons who are able to help prevent or reduce the threat.
2. When we are required to do so by lawsuits and other legal or court proceedings.
3. If a law enforcement official requires us to do so.
4. For workers' compensation and similar benefit programs.

There are some other rare situations. They are described in the longer version of our notice of privacy practices.

Your rights regarding your health information

1. You can ask us to communicate with you in a particular way or at a certain place that is more private for you. 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 can ask us to limit what we tell people involved in your care or the payment for your care, such as family members and friends.
3. You have the right to look at the health information we have about you, such as your medical and billing records. You can get a copy of these records. Contact our privacy officer to arrange how to see your records. See below.
4. If you believe that the information in your records is incorrect or missing something important, you can ask us to make additions to your records to correct the situation. You have to make this request in writing and send it to our privacy officer. You must also tell us the reasons you want to make the changes.
5. You have the right to a copy of this notice. If we change this notice, we will post the new version in our waiting area, and you can always get a copy of it from the privacy officer.
6. You have the right to file a complaint if you believe your privacy rights have been violated. You can file a complaint with our privacy officer and with the Secretary of the U.S. 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 anyway.

Also, you may have other rights that are granted to you by the laws of our state, and these may be the same as or different from the rights described above. We will be happy to discuss these situations with you now or as they arise. If you have any questions regarding this notice or our health information privacy policies, please contact Kimberly Keiser directly at 605-294-0095.

My signature indicates that I understand and agree to the above.

CLIENT SIGNATURE

DATE

THERAPIST SIGNATURE

DATE



Technical Setup

- A laptop or desktop computer are ideal — preferably the biggest screen size that you have available to you (that you can also have in a comfortable, confidential space.)
- If you're using a tablet or phone, please prop up the device so that it is stable.
- Whatever device you're using, please make sure that the camera is about level with your eyes. It may require propping up your device or monitor on other items, such as books.
- Headphones or earbuds can help reduce or eliminate echo (in addition to ensuring that your therapist's voice is only audible to you.)
- Please make sure that you're well lit and don't have a bright light source directly behind you.

Your Internet

- Be sure to move your computer as close as you can to your WiFi router (the box that makes the WiFi.) Or better yet, plug your computer into the router with a cable.
- After that, you'll want to close out of, quit; don't just minimize any programs you don't need which use your Internet connection.
 - Examples: file synchronization services (Google Drive, Dropbox, etc.), cloud backup services, and Skype.
 - Close any browser windows or tabs not needed.

Creating Confidential Space

Things to consider:

- Is the space private?
- Can you lock the door?
 - If not, will others who have access to the space respect your request for privacy and not enter the room?
 - Can you/have you had a conversation with them?
 - Were they receptive?
- Can others outside the room hear you talking?
 - If so, can you create white noise with a fan or other form of background noise? (Preferably placed outside the doorway of the room you're in.)
 - Consider using headphones or earbuds so that your provider's voice is kept private and is only hearable by you.

If you have a hard time finding confidential space, here are some examples that others have used. These are not ideal, but should be considered secondary choices if an ideal setup is not available. If you use any of these, please make sure that the space is comfortable to you. Being comfortable is also highly important.

- Laundry Room
- Walk-In-Closet
- Basement
- Attic
- Actual last resort: your car parked in safe, private spot. (We want to emphasize that private does not mean secluded. Please do make sure you are in a safe location.)