

# Notice of Privacy Practices

The Office of Addie Marquez, LPA-Independent

## NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. THIS IS ALSO DESCRIBED IN YOUR CONSENTS WHEN YOU COMPLETE INFORMED CONSENT PAPERWORK UNDER CONFIDENTIALITY.

### I. MY PLEDGE REGARDING HEALTH INFORMATION:

I understand that health information about you and your health care is personal. I am committed to protecting health information about you. I create a record of the care and services you receive from me. I need this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records of your care generated by this practice. This notice will tell you about the ways in which I may use and disclose health information about you. I also describe your rights to the health information I keep about you, and describe certain obligations I have regarding the use and disclosure of your health information. I am required by law to:

- Make sure that protected health information ("PHI") that identifies you is kept private.
- Give you this notice of my legal duties and privacy practices with respect to health information.
- Follow the terms of the notice that is currently in effect.
- I can change the terms of this Notice, and such changes will apply to all information I have about you. The new Notice will be available upon request, in my office, and on my website.

### II. HOW I MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU:

The following categories describe different ways that I use and disclose health information. For each category of uses or disclosures I will explain what I mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways I am permitted to use and disclose information will fall within one of the categories.

For Treatment Payment, or Health Care Operations: Federal privacy rules (regulations) allow health care providers who have direct treatment relationship with the patient/client to use or disclose the patient/client's personal health information without the patient's written authorization, to carry out the health care provider's own treatment, payment or health care operations. I may also disclose your protected health information for the treatment activities of any health care provider. This too can be done without your written authorization. For example, if a health care provider were to consult with another licensed health care provider about your condition, we would be permitted to use and disclose your personal health information, which is otherwise confidential, in order to assist the health care provider in diagnosis and treatment of your condition.

Disclosures for treatment purposes are not limited to the minimum necessary standard. Because other health care providers need access to the full record and/or full and complete information in order to provide quality care. The word "treatment" includes, among other things, the coordination and management of health care providers with a third party, consultations between health care providers and referrals of a patient for health care from one health care provider to another.

Lawsuits and Disputes: If you are involved in a lawsuit, I may disclose health information in response to a court or administrative order. I may also disclose health information about your child in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

### III. CERTAIN USES AND DISCLOSURES REQUIRE YOUR AUTHORIZATION:

1. Session Notes: I do keep "Session notes" and any use or disclosure of such notes requires your Authorization unless the use or disclosure is:
  - a. For my use in treating you.
  - b. For my use in training or supervising associates to help them improve their clinical skills.
  - c. For my use in defending myself in legal proceedings instituted by you.
  - d. For use by the Secretary of Health and Human Services to investigate my compliance with HIPAA with proper subpoena .
  - e. Required by law and the use or disclosure is limited to the requirements of such law.
  - f. Required by law for certain health oversight activities pertaining to the originator of the session notes.
  - g. Required by a coroner who is performing duties authorized by law.
  - h. Required to help avert a serious threat to the health and safety of others, should you be considered at imminent risk for suicide or homicide, or you are knowingly reporting abuse of a minor, disabled, or elderly person in accordance with Texas state law [22 Tex. Admin. Code § 465.12a-i, 2006].
2. Marketing Purposes. As a health care provider, I will not use or disclose your PHI for marketing purposes. I will not solicit testimony or any other identifying information. Please do not leave reviews on any websites in order to protect your confidentiality, and should you choose to do so, know that it is not at my request or benefit.
3. Sale of PHI. As a health care provider, I will not sell your PHI in the regular course of my business. PHI is stored on the Electronic Health Record SimplePractice in accordance with their regulations, all physical paper copies are retained on the premises behind two locked doors.

### IV. CERTAIN USES AND DISCLOSURES DO NOT REQUIRE YOUR AUTHORIZATION.

Subject to certain limitations in the law, I can use and disclose your PHI without your Authorization for the following reasons:

1. When disclosure is required by state or federal law, and the use or disclosure complies with and is limited to the relevant requirements of such law.
2. For public health activities, including reporting suspected child, elder, or dependent adult abuse, or preventing or reducing a serious threat to anyone's health or safety.
3. For health oversight activities, including audits and investigations.
4. For judicial and administrative proceedings, including responding to a court or administrative order, although my preference is to obtain an Authorization from you before doing so.
5. For law enforcement purposes, including reporting crimes occurring on my premises.
6. To coroners or medical examiners, when such individuals are performing duties authorized by law.
7. For research purposes, including studying and comparing the patients who received one form of care versus those who received another form of care for the same condition.
8. Specialized government functions, including, ensuring the proper execution of military missions; protecting the President of the United States; conducting intelligence or counterintelligence operations; or, helping to ensure the safety of those working within or housed in correctional institutions.
9. For workers' compensation purposes. Although my preference is to obtain an Authorization from you, I may provide your PHI in order to comply with workers' compensation laws.
10. Appointment reminders and health related benefits or services. I may use and disclose your PHI to contact you to remind you that you have an appointment with me. I may also use and disclose your PHI to tell you about treatment alternatives, or other health care services or benefits that I offer.

**V. CERTAIN USES AND DISCLOSURES REQUIRE YOU TO HAVE THE OPPORTUNITY TO OBJECT.**

1. Disclosures to family, friends, or others. I may provide your PHI to a family member, friend, or other person that you indicate is involved in your care or the payment for your health care, unless you object in whole or in part. The opportunity to consent may be obtained retroactively in emergency situations.

**VI. YOU HAVE THE FOLLOWING RIGHTS WITH RESPECT TO YOUR PHI:**

1. The Right to Request Limits on Uses and Disclosures of Your PHI. You have the right to ask me not to use or disclose certain PHI for treatment, payment, or health care operations purposes. I am not required to agree to your request, and I may say "no" if I believe it would affect your health care.
2. The Right to Request Restrictions for Out-of-Pocket Expenses Paid for In Full. You have the right to request restrictions on disclosures of your PHI to health plans for payment or health care operations purposes if the PHI pertains solely to a health care item or a health care service that you have paid for out-of-pocket in full.

3. The Right to Choose How I Send PHI to You. You have the right to ask me to contact you in a specific way (for example, home or office phone) or to send mail to a different address, and I will agree to all reasonable requests.
4. The Right to See and Get Copies of Your PHI. Other than "session notes," you have the right to get an electronic or paper copy of your medical record and other information that I have about you. I will provide you with a copy of your record, or a summary of it, if you agree to receive a summary, within 30 days of receiving your written request, and I may charge a reasonable, cost based fee for doing so.
5. The Right to Get a List of the Disclosures I Have Made. You have the right to request a list of instances in which I have disclosed your PHI for purposes other than treatment, payment, or health care operations, or for which you provided me with an Authorization. I will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list I will give you will include disclosures made in the last six years unless you request a shorter time. I will provide the list to you at no charge, but if you make more than one request in the same year, I will charge you a reasonable cost based fee for each additional request.
6. The Right to Correct or Update Your PHI. If you believe that there is a mistake in your PHI, or that a piece of important information is missing from your PHI, you have the right to request that I correct the existing information or add the missing information. I may say "no" to your request, but I will tell you why in writing within 60 days of receiving your request.
7. The Right to Get a Paper or Electronic Copy of this Notice. You have the right get a paper copy of this Notice, and you have the right to get a copy of this notice by e-mail. And, even if you have agreed to receive this Notice via e-mail, you also have the right to request a paper copy of it.

#### EFFECTIVE DATE OF THIS NOTICE

This notice went into effect on either the start of services rendered to you, or the date of practice opening, March 1st 2024.

#### Acknowledgement of Receipt of Privacy Notice

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), you have certain rights regarding the use and disclosure of your protected health information. By checking the box below, you are acknowledging that you have received a copy of HIPAA Notice of Privacy Practices.



**TEXAS BEHAVIORAL HEALTH  
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For Agency Use Only

**Information Regarding Differences in Training and  
Education of Licensed Psychological Associates (LPA)  
vs. Licensed Psychologists (LP)**

This information is meant to provide the reader with a general overview of the aspects of training that are, for the most part, common to master's, specialist, and doctoral level training. This information will also highlight the distinctions between the three types of training, which are typically based on quantity, discipline, or population trained.

**Commonalities in Training**

Those who obtain master's, specialist, and doctoral training develop a biopsychosocial understanding of processes involved in human learning, development, behavior, and adaptive and maladaptive psychological functioning in at least one population of emphasis. For example, all three forms of training involve learning about biological bases of behavior. They obtain knowledge, skills, and competence in the practice of personality assessment and intellectual assessment (may be child, adult, or both). Training also involves acquiring knowledge regarding research and statistical methods as applied in the development of the psychological knowledge base and focuses on learning about ethics and the law relevant to the practice of psychology. Lastly, all three levels of training involve multiple semesters of practicum experiences supervised by licensed psychologists.

**Differences in Training**

**Master's Training**

In addition to the knowledge and competencies common to all three types of training, master's training typically includes aspects not included in specialist training (which is specific to the practice of school psychology). The following description is based on what a master's program should contain in order to produce competent, independently practicing LPAs. This education and training typically requires students to complete at least 60 semester-hours (2-3 years full-time) of coursework and practicum/internship experiences. As part of their curriculum, trainees develop academic and applied knowledge regarding psychological assessment, an understanding of theories underlying the major (current and historical) approaches to psychotherapy, and applied training in individual and group approaches to psychotherapy. Students should receive in depth exposure to a variety of behavioral and cognitive/behavioral approaches to clinical intervention that have substantial empirical support. Master's training also involves the development of knowledge and skills regarding culturally informed, culturally sensitive practices regarding provision of psychological services. Trainees also obtain academic and applied knowledge of ethics and the law relevant to the practice of psychology. In a master's program, trainees learn about research methodologies, of theories of probability and the applications of inferential statistics at a level necessary to evaluate the quality and credibility of empirical psychological research. Master's training also includes applied skill development in assessment and psychotherapy with children and/or adults, including at least two semesters of supervised clinical practice under the direct supervision of program faculty (psychologists) followed by a 500-clock-hour external practicum, during which they practice and receive supervision at a site in the community. After graduating from a master's program, those seeking to become licensed for independent practice must also obtain additional post-graduation supervised practice experiences from licensed supervisors.

**This document, when provided to patients or clients as part of the informed consent process, meets the requirements of 22 TAC 463.8(f).**

### **Doctoral Training**

Doctoral training in psychology typically consists of 110-125 hours of course work and practicum experiences over the course of 5-7 years of full-time training. This training typically includes all of the elements involved in master's training with some additions. A primary distinction is that doctoral trainees often receive additional training in the knowledge and skills necessary to conduct empirical research. That typically includes additional training in more advanced methods of statistical inference, philosophy of science, psychometrics (e.g., scale development and validation), and the production of original empirical research (typically anchored by theses and dissertations).

Doctoral training also typically includes several additional semesters for courses (e.g., advanced social and cognitive psychology) and practica, and a full year of full-time (2000 hours) practice "internship" in the community as a culminating clinical experience. The internship year and additional coursework requirements in doctoral programs provide opportunities for trainees to work with a broader range of clients, to develop greater breadth of knowledge and skills, or to begin to specialize in particular areas of practice. Doctoral training may or may not include significant experience administering, scoring, and interpreting neuropsychological assessments, although typically, licensed psychologists specializing in neuropsychology have completed additional post-doctoral training that most LPs have not. After graduating from a doctoral program, those seeking to become licensed obtain additional post-graduation supervised practice experiences from licensed psychologists.

### **Specialist Training**

The specialist distinction is particular to the practice of school psychology. Thus, an individual who completes graduate training in school psychology (typically 2-3 years of full-time training) who seeks to practice in schools will seek out licensure as a licensed specialist in school psychology (LSSP) in Texas. Specialist training includes all elements under "Commonalities in Training" with a few additions and distinctions.

Primarily, specialist training focuses on preparing specialists to provide school psychology services in schools (primary through secondary). Specialists apply their training in learning, behavior, and mental health to help children and youth succeed academically, socially, behaviorally, and emotionally. LSSPs collaborate with families, teachers, school administrators, and other professionals to foster beneficial learning environments. Specialist training and practice includes an emphasis in testing (e.g., cognitive, academic achievement, socio-emotional and behavioral) with respect to identifying learning or other psychosocial difficulties to facilitate placement into appropriate compensatory school-based interventions.

Thus, school psychology training includes population-specific focus on personality and intellectual assessment, behavioral intervention regarding mental health issues of childhood, school psychology practice and consultation in school settings, and student diversity in learning. Specialist training does not emphasize the provision of ongoing psychotherapy in the way that a master's program training individuals for eventual LPA licensure would. Specialist training typically includes half-time practica in the 2nd year and full-time internships in schools in the 3rd year of training as culminating practice experiences.

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