

*Diane M Harvey, LCSW  
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## **Notice of Privacy Practices**

Welcome to the therapy and mediation office of Diane M. Harvey, LCSW. Here are some basic facts about my therapy practice. Mediation information is provided in separate documents.

### **Background**

Although I've been in private practice since 1994, my experience in the field of social work spans over 40 years, as I earned my BSW (Bachelor of Social Work) at Buffalo State College in 1979 and my MSW from Fordham University in 1983. I also took my basic mediation training at the Austin Dispute Resolution Center in 1999.

My background includes nearly 10 years in the New York State psychiatric system as an inpatient social worker and outpatient program coordinator/therapist. I've worked in domestic violence shelters, with the mentally challenged and developmentally disabled, as a crisis team therapist and as a staff person in various residential settings. Just prior to private practice, I was the supervisor of the social service department at a private psychiatric hospital in Austin.

My training has included many therapeutic modalities - cognitive, psychodynamic and relational therapy models – as well as mediation and critical incident stress debriefing. Although I don't follow any ideology strictly, I can utilize many tools from different methods as needed. This allows your own treatment to be individualized to your specific needs.

Currently, in addition to my therapy/mediation practice, I am a mediation trainer, teaching groups to become mediators with a mandated 40-hour Basic Mediation class, and family mediators with an Advanced Family Mediation Training.

### **Fees**

My fee for therapy is \$135.00 per 55-minute session. I do bill several insurance companies via CenTex Medical Claims. Some of them mandate co-pays and some of them require a deductible. You are responsible for the portion of the fee that the insurance company does not pay. Failure to collect these fees can be construed as fraud under current HIPAA law.

If you are self-paying and do not want me to notify your insurance company, I must comply with your request under current HIPAA law.

If you don't have insurance and are in need of a sliding scale, we can negotiate that individually on an as-needed basis.

If you miss an appointment without adequate notification (generally, 24-hour notice), you may be required to pay a missed session fee of \$25.00. If you've missed more than one without adequate notification, the fee will increase at my discretion.

## **Confidentiality**

You have the right to confidential and safe treatment. What occurs in session with me is confidential with the following limitations:

If I need to be in contact with another person to coordinate treatment or other special circumstances, I will require you to sign a release of information before I can be in contact with them.

If you have insurance and have signed a release form for this (HCFA-1500), I may need to disclose diagnostic information from your records to expedite payment. Additionally, the billing service that I utilize (CenTex Medical Claims) is bound by the same ethical guidelines and will not breach your confidentiality.

The only major exception to confidentiality is in regard to safety. Simply, if I have reason to believe that someone is in danger, I am mandated to report it to the proper authority.

## **Patient Records**

I do maintain some records on each person that I see in therapy, including, in most cases, dates of service, fees and payments, diagnoses, clinical information, psychotherapy notes and assessments. My clinical notes and financial records are kept separately. Under HIPAA law, clients do have a right to access to their records. However, psychotherapy notes are not included in that mandate and a clinician can deny access to these notes if it is not deemed in the client's best interest.

Current HIPAA rules dictate that records be kept for 5 years following the last date of treatment. For minors who have been in treatment, that extends to 5 years after they have reached the age of 18. Beyond this time, I destroy records in a safe manner that protects your privacy.

## **Other Information**

Always, I encourage you to ask me questions and assess what you need from me as a therapist as we move ahead. I look forward to working together with you!