



Lead Team – Lemieux, LLC, and Lead Team –
Martin, LLC, Doing Business as,
Lead Team Psychological Services
132 Central Street, Suite 214
Foxboro, MA 02035

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.

Privacy is a very important concern for all those who come to this office and for those who work here. Privacy is also complicated, because of the many federal and state laws that govern our practice and the professional ethics that guide us. Because the privacy rules are so complicated, some parts of this notice are very detailed, and you may have to read them several times to understand them. If you have any questions, contact Lead Team Psychological Services, (508) 257-1524, leadteampsychservices.com will be happy to help you understand their procedures and your rights.

Contents of this notice of privacy practices

- A. Introduction: To LEAD Team’s clients
- B. What LEAD Team means by “your medical information”
- C. Privacy and the laws about privacy
- D. How your protected health information (PHI) can be used and shared
 - 1. Uses and disclosures with your consent
 - a. The basic uses and disclosures: For treatment, payment, and health care operations
 - b. Other uses and disclosures in health care
 - 2. Uses and disclosures that *require* your consent and authorization
 - 3. Uses and disclosures that *do not require* your consent or authorization
 - a. When required by law
 - b. For law enforcement purposes
 - c. For public health activities
 - d. For matters relating to deceased persons

- e. For specific government functions
- f. To prevent a serious threat to health or safety
- 4. Uses and disclosures where you have *an opportunity to object*
- 5. An *accounting* of disclosures _____ has made
- E. Your rights about your protected health information
- F. If you have questions or problems

A. Introduction: To LEAD Team clients

This notice will tell you how Lead Team Psychological Services will handle your medical information. It will explain how _____ will *use* this information here in this office; how Lead Team Psychological Services may *disclose* (share) it with other healthcare professionals and organizations; and how you can see it. Lead Team Psychological Services wants you to know all of this so that you can make the best decisions for yourself and your family. If you have any questions or want to know more about anything in this notice, please ask us for answers or explanations.

B. What LEAD Team means by “your medical information”

Each time you visit any doctor’s office, hospital, clinic, or other health care provider, information is collected about you and your mental and/or physical health. It may be information about your past, present, or future health or conditions, or the tests or treatment you got from them or from others, or about payment for health care. All of this information is called “PHI,” which stands for “protected health information”, which means its privacy must be protected. This information goes into your medical or health care records in the office.

In this office, your PHI is likely to include these kinds of information:

- Your history: Things that happened to you as a child; your school and work experiences; your marriage, relationships, and other personal history.
- Your medical history of problems and treatments.
- Reasons you came for treatment: Your problems, complaints, symptoms, or needs.
- Diagnoses: These are the medical terms for your problems or symptoms.
- A treatment plan: This is a list of the treatments and other services that Lead Team Psychological Services thinks will best help you.
- Progress notes: Each time you come in, our professionals at Lead Team Psychological Services will write down some things about how you are doing, what we notice about you, and what you tell us.
- Records: Lead Team Psychological Services gets from others who treated you or evaluated you.
- Psychological test scores, school records, and other evaluations and reports.
 - Information about medications you took or are taking
- Legal matters.
- Billing and insurance information.

There may also be other kinds of information that go into your health care records here.

We use PHI for many purposes. For example, Lead Team Psychological Services may use PHI:

- To plan your care and treatment.
- To decide how well Lead Team Psychological Services treatments are working for you.
- When Lead Team Psychological Services speaks with other health care professionals who are also treating you, such as your family doctor or the professional who referred you to us, we will ask for your consent.

Almost always, Lead Team Psychological Services will also ask you to sign a Release-of-information form, which will explain what information is to be shared and why.

- To show that you actually received services from us, which Lead Team Psychological Services billed to you or to your health insurance company.
- To improve the way Lead Team Psychological Services does their job by measuring the results of their work.

When you understand what is in your record and what it is used for, you can make better decisions about what other persons or agencies should have this information, when, and why.

C. Privacy and the laws about privacy

Lead Team Psychological Services is required to tell you about privacy because of a federal law, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the HIPAA Omnibus Final Rule of 2013. HIPAA requires them to keep your PHI private and to give you this notice about their legal duties and privacy practices.

This form is not legal advice. It is just to educate you about your rights and their procedures. It is based on current federal and state laws and might change if those laws or court decisions change. If Lead Team Psychological Services changes privacy practices, they will apply to all the PHI Lead Team Psychological Services keeps. Lead Team Psychological Services will also post the new Notice of Privacy Practices in their office where everyone can see. You or anyone else can also get a copy from Lead Team Psychological Services at any time. It is also posted on the website at leadteampsychservices.com. Lead Team Psychological Services will obey the rules described in this notice.

D. How your protected health information (PHI) can be used and shared

Except in some special circumstances, when Lead Team Psychological Services uses your PHI in this office or discloses it to others, Lead Team Psychological Services will share only the *minimum necessary* PHI needed for others to do their jobs. The laws give you rights to know about your PHI, to know how it is used, and to have a say in how it is shared.

Mainly, Lead Team Psychological Services will use it here and disclose (share) your PHI for routine purposes to provide for your care, and Lead Team Psychological Services will explain more about these below. For other uses, must tell you about them and ask you to sign a written Release of Information form. However, the HIPAA law also says that there are some uses and disclosures that do not need your consent or authorization, which Lead Team Psychological Services will explain below in section 3. However, in most cases Lead Team Psychological Services will explain the PHI and who it will go to, and will ask you to agree to

this by signing a release-of-information form.

1. Uses and disclosures with your consent

Lead Team Psychological Services needs information about you and your condition to provide care to you. In almost all cases, Lead Team Psychological Services intends to use your PHI here or share it with other people or organizations to provide treatment to you, arrange for payment for their services as billed under either Lead Team – Lemieux, LLC or Lead Team – Martin, LLC, or some other business functions called “health care operations.” You have to agree to let them use and share your PHI in the ways that are described in this Notice of Privacy Practices. To agree, Lead Team Psychological Services will ask you to sign a separate consent form before they begin to treat you. If you do not consent to this, Lead Team Psychological Services will not treat you because there is a risk of not helping you if Lead Team Psychological Services doesn’t have some information.

a. The basic uses and disclosures: For treatment, payment, and health care operations

Here Lead Team Psychological Services will tell you more about how your information will be used for these purposes.

For treatment. Lead Team Psychological Services will use your information to provide you with psychological treatments or services. These might include individual or group therapy; psychological, educational, or vocational testing; treatment planning; or measuring the benefits of their services. We may share your PHI with others who provide treatment to you. Lead Team Psychological Services may share your information with your personal physician, unless you tell them not to. If you are being treated by a team, Lead Team Psychological Services can share some of your PHI with the team members, so that these providers will work best together. The other professionals treating you will also enter their findings, the actions they took, and their plans into your medical record so Lead Team Psychological Services can decide what treatments work best for you and follow a treatment plan.

If Lead Team Psychological Services wants to share your PHI with any other professionals outside this office, they will need your permission on a signed release-of-information form. For example, Lead Team Psychological Services may refer you to other professionals or consultants for services Lead Team Psychological Services cannot provide. When Lead Team Psychological Services does this, Lead Team Psychological Services will need to tell them things about you and your conditions. Later, Lead Team Psychological Services will get back their findings and opinions, and those will go into your records here. If you receive treatment in the future from other professionals, Lead Team Psychological Services can also share your PHI with them. Lead Team Psychological Services can do this only when you give your permission by signing a release-of-information form. This is so that you will know what information is being shared and with whom. These are some examples so that you can see how Lead Team Psychological Services may use and disclose your PHI for treatment.

For payment. Lead Team Psychological Services may use your information to bill you, your insurance, or others, so Lead Team Psychological Services (billing patients individually as either

Lead Team Lemieux, LLC or Lead Team – Martin, LLC, can be paid for the treatments provided to you. Lead Team Psychological Services may contact your insurance company to find out exactly what your insurance covers. Lead Team Psychological Services may be required to tell them about your diagnoses, what treatments you have received, and the changes Lead Team Psychological Services expects in your conditions. Lead Team Psychological Services will need to tell them about when you and Lead Team Psychological Services met, your progress, and other similar things. Insurers may also look into a few of their patient records to evaluate the completeness of Lead Team Psychological Services record keeping.

For health care operations. Using or disclosing your PHI for health care operations that go beyond Lead Team Psychological Services’s care and payment for services. For example, Lead Team Psychological Services may use your PHI to see where they can make improvements in the care and services they provide. Lead Team Psychological Services may be required to supply some information to some government health agencies, so they can study disorders and treatment and make plans for services that are needed. If Lead Team Psychological Services does, your name and all personal information will be removed from what they send.

b. Other uses and disclosures in health care

Appointment reminders. Lead Team Psychological Services may use and disclose your PHI to reschedule or remind you of appointments for treatment or other care. If you want them to call or write to you only at your home or your work, or you prefer some other way to reach you, Lead Team Psychological Services usually can arrange that.

Treatment alternatives. Lead Team Psychological Services may use and disclose your PHI to tell you about or recommend possible treatments or alternatives that may be of help to you.

Business associates. Lead Team Psychological Services may hire other businesses to do some jobs for them. In the law, they are called our “business associates.” Examples include a copy service to make copies of your health records, and a billing service to figure out, print, and mail the bills. These business associates need to receive some of your PHI to do their jobs properly. To protect your privacy, they have agreed in their contracts with Lead Team Psychological Services to safeguard your information just as Lead Team Psychological Services does.

2. Uses and disclosures that require your consent and authorization

If Lead Team Psychological Services wants to use your information for any purpose besides those described above, Lead Team Psychological Services will need your permission on a release-of-information form. If you do allow them to use or disclose your PHI, and then change your mind, you can cancel that permission in writing at any time. Lead Team Psychological Services will then stop using or disclosing your information for that purpose. Of course, Lead Team Psychological Services cannot take back any information they may have used here already or disclosed to anyone with your permission.

3. Uses and disclosures that do not require your consent or authorization

The HIPAA laws let Lead Team Psychological Services use and disclose some of your PHI without getting your consent or authorization in some cases. Here are some examples of when Lead Team Psychological Services might do this. Lead Team Psychological Services will almost always notify you if any of these situations occur.

a. When required by law

There are some federal, state, or local laws that require Lead Team Psychological Services to disclose PHI, for example:

Lead Team Psychological Services is required to report suspected abuse or neglect of children, elders and other vulnerable persons to a state agency.

If you are involved in a lawsuit or legal proceeding, and Lead Team Psychological Services receives a subpoena, discovery request, or other lawful process, Lead Team Psychological Services may have to release some of your PHI. Lead Team Psychological Services will only do so after telling you about the request and will suggest that you talk to your lawyer.

Lead Team Psychological Services is required to disclose some information to the government agencies that check on them to ensure that Lead Team Psychological Services is obeying the privacy laws, and to organizations that review their work for quality and efficiency.

b. For law enforcement purposes

Lead Team Psychological Services may release medical information if asked to do so by a law enforcement official to investigate a crime or criminal.

c. For public health activities

Lead Team Psychological Services may disclose some of your PHI to agencies that investigate diseases or injuries.

d. For matters relating to deceased persons

Lead Team Psychological Services may disclose PHI to coroners, medical examiners, or funeral directors, and to organizations relating to organ, eye, or tissue donations or transplants.

e. For specific government functions

Lead Team Psychological Services may disclose PHI of military personnel and veterans to government benefit programs relating to eligibility and enrollment. Lead Team Psychological Services may disclose your PHI to workers' compensation and disability programs, to correctional facilities if you are an inmate, or to other government agencies for national security reasons.

f. To prevent a serious threat to health or safety

If Lead Team Psychological Services comes to believe that there is a serious threat to your health or safety, or that of another person or the public, Lead Team Psychological Services can disclose some of your PHI. Lead Team Psychological Services will only do this to those people who can prevent the danger.

If it is an emergency, and Lead Team Psychological Services is unable to get your agreement, Lead Team Psychological Services can disclose information if they believe that it is what you would have wanted and if Lead Team Psychological Services believes it will help you. When Lead Team Psychological Services does share information in an emergency, Lead Team Psychological Services will tell you as soon as they can. If you don't approve, Lead Team Psychological Services will stop, as long as doing so is not against the law.

4. Uses and disclosures where you have an opportunity to object

Lead Team Psychological Services can share some information about you with your family and anyone else you choose, such as close friends or clergy. Lead Team Psychological Services will ask you which persons you want them to tell, and what information you want them to be told about your condition or treatment. You can tell them what you want, and Lead Team Psychological Services will honor your wishes as long as doing so is not against the law.

5. An accounting of disclosures Lead Team Psychological Services have made

When Lead Team Psychological Services discloses your PHI, Lead Team Psychological Services will keep a record of whom they sent it to, when they sent it, and what was sent. You can get an accounting (a list) of many of these disclosures. Lead Team Psychological Services may charge you a reasonable fee if you request more than one accounting in any 12-month period. If the records were sent as electronic medical records, Lead Team Psychological Services will always record that, and there will be no charge for an accounting.

E. Your rights about your protected health information

1. You can ask Lead Team Psychological Services to communicate with you about your health and related issues in a particular way or at a certain place that is more private for you. For example, you can ask them to call you at home, rather than at work, to schedule or cancel an appointment. Lead Team Psychological Services will try their best to do as you ask, and they don't need an explanation. Sending your information in emails has some risk that these emails could be read by someone else. Lead Team Psychological Services can set up a password-protected email service to prevent this, or you may just accept the risk of using emails just for simple messages like changing appointments, and not use it for any PHI or sensitive information. Lead Team Psychological Services asks that you be thoughtful before you put any information in an email and not use email for anything you want kept private. By signing the separate consent form,

you agree to this use of email. Please note that anything you send them electronically becomes a part of your legal record, even if Lead Team Psychological Services does not place it in the chart. Be mindful of this, and please do not forward them emails from third parties or others in your life. It is better to print those out and bring them in to discuss them.

2. You have the right to ask Lead Team Psychological Services to limit what they tell people involved in your care or with payment for your care, such as family members and friends. You can ask them face to face, and Lead Team Psychological Services may then ask for your written permission. Lead Team Psychological Services does not have to agree to your request, but if Lead Team Psychological Services does agree, Lead Team Psychological Services will honor it except when doing so is against the law, when there is an emergency, or when the information is necessary to treat you.
3. You have the right to prevent Lead Team Psychological Services from sharing your PHI with your insurer or payer for its decisions about your benefits or some other uses, if you paid them directly (“out of pocket”) for the treatment or other services and are not asking the insurer to pay for those services, unless Lead Team Psychological Services is under contract with your insurer (on their panel of providers).
4. You have the right to look at the PHI Lead Team Psychological Services has about you, such as your medical and billing records. In some very unusual circumstances, if there is very strong evidence that reading this would cause serious harm to you or someone else, you may not be able to see all of the information.
5. You can get a copy of these records, but Lead Team Psychological Services may charge you a reasonable cost-based fee. If your records are in electronic form, not on paper, you can ask for an electronic copy of your PHI. Contact Lead Team Psychological Services to arrange how to see your records. Generally, Lead Team Psychological Services does not recommend that you get a copy of your records, because the copy might be seen accidentally by others. Lead Team Psychological Services will be happy to review the records with you or provide a summary to you, or work out any other method that satisfies you.
6. You have the right to add to (amend) your records to explain or correct anything in them. If you believe that the information in your records is incorrect or missing something important, you can ask Lead Team Psychological Services to make additions to your records or to include your own written statements to correct the situation. You have to make this request in writing and send it to Lead Team Psychological Services.
7. You have the right to a copy of this notice. If Lead Team Psychological Services changes this notice, Lead Team Psychological Services will post the new one in the waiting area, and you can always get a copy from them.
8. If you have a problem with how your PHI has been handled, or if you believe your privacy rights have been violated, contact Lead Team Psychological Services They will do their best to resolve any problems and do as you ask. You have the right to file a complaint with them and

with the Secretary of the U.S. Department of Health and Human Services at 200 Independence Avenue SW, Washington, DC 20201, or by calling 202-619-0257.

9. We will not in any way limit your care here or take any actions against you if you complain or request changes.

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. Lead Team Psychological Services will be happy to discuss these situations with you now or as they arise.

F. If you have questions or problems

If you have any questions or problems about their health information privacy policies, please contact Lead Team Psychological Services directly at (508) 257-1524 or leadteampsyhcservices.com.

The effective date of this notice is 9/17/2023.

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 signing below, you are (1) agreeing that you have read, understood and agree to the items contained in this document and (2) that you have received a copy of the Notice of Privacy Practices.

Name of Client: _____

Legal Name of Client (if different than above): _____

Name of Parent or Legal Guardian (if applicable): _____

Signature of Client or Parent/Legal Guardian:

_____ Date: _____