



# Clear Horizons Clinical Services

## Notice of Privacy Policy

The Privacy Officer for Clear Horizons Clinical Services, LLC is W. Marie Pickett, LCSW

This is a Notice of Clear Horizons Clinical Services, LLC Privacy Policy. The words ‘you’ and ‘your’ relates to you, your child, legal guardian of a child or foster parent. In this document, Personal Health Information will be referred to as PHI. When we examine, test, diagnose, treat or refer you, we will be collecting what the law calls ‘Protected Health Information’ (PHI). This information is used in our office to decide what treatment is best and allows Clear Horizons to provide that treatment. PHI may also be used to arrange payment or to carry out certain business or government functions. **NOTE: All Clear Horizons clients must sign the Notice of Privacy Practices section on our Client Information Form.** By signing our Notice of Privacy Practices section, you agree to allow Clear Horizons to use your PHI and send it to others for the purposes described in this document. **Your signature on Clear Horizons Client Information Form acknowledges that you have read or heard our Notice of Privacy Policy, which explains how we use your Protected Health Information (PHI).** Clear Horizons reserves the right to change our Notice of Privacy Policy and note that if changed, it will be within the guidelines and purposes already described in this policy.

If you have specific concerns or requests about how your PHI is used, you have the right to notify Clear Horizons in writing. If possible, we will honor your request, but may have limitations based on procedures that cannot be changed. If a request is made, you must be aware that some PHI may have already been shared prior to receiving your request.

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