



# Harbor Psych

Harbor Psychologists and the Office of Jorge Dubin, M.D.

## Confidentiality of Personal Health Information (PHI)

**This notice describes how medical information about you is used and shared. It also describes how you can access your information. Please read carefully.**

Harbor Psych (Harbor Psychologists and the Office of Jorge Dubin, MD) protects the personal health information (PHI) of our patients.

When you sign a request for health coverage, your health plan is allowed to collect PHI. PHI includes both medical and ID information. Examples of PHI are your diagnosis, social security number, birth date, and phone number.

Your health plan may use and share PHI for the following reasons

- To make a referral
- To provide treatment
- To coordinate care
- To pay provider claims
- To comply with a legal requirement
- To investigate a quality concern
- To protect personal safety

Written approval is required for any other release of PHI.

If you cannot provide written approval, you may choose a legal representative to act for you.

Your PHI is not shared with your employer unless you give written authorization.

You may inspect your health records kept after April 4, 2003. You have the right to see how your PHI was used and shared.

If you have a complaint about how your PHI was used or shared you may contact us. Your complaint will be investigated. The outcome will be reported in writing to you and to the health plan.

**If you have any questions, please discuss with your provider.**