

COMPLIANCE ASSURANCE NOTIFICATION

To Our Valued Clients:

The misuse of Personal Health Information (PHI) has been identified as a national problem causing clients inconvenience, aggravation, and money. Bethlehem Counseling Associates, P.C. wants you to know that all of our professional and office staff continually undergo training so that they will understand and comply with the government rules and regulations regarding the Health Insurance Portability and Accountability Act (HIPAA).

For psychological practices, the particular aspect of HIPAA that is most important is the **Privacy Rule**. BCA strives to achieve the very highest standards of ethics and integrity in maintaining the privacy of your health information.

It is BCA's policy to properly determine appropriate uses of PHI in accordance with the HIPAA rules, laws, and regulations. BCA wants to ensure that our practice never contributes to the growing problem of improper disclosure of PHI. In response to the HIPAA regulations, BCA has developed and implemented a Compliance Program, including intensive training of staff, that we believe will help us prevent any inappropriate use of PHI.

BCA is well aware that no plan is perfect or without flaws. Therefore, in addition to the basic thrust of the BCA Compliance Program, maintaining privacy of records, BCA will listen to clients and staff who identify problems with BCA policies and procedures. There are no penalties for reporting concerns, oversights, or errors regarding client PHI. BCA encourages interaction and feedback from clients and staff so that BCA can remedy any service problem that may arise.

BCA appreciates your commitment to our organization and the staff will do all that is possible to make sure your time with us is profitable.