



## Counseling and Spirituality

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### **Policies and Practices to Protect the Privacy of Your Health Information**

Your personal health information, including your name, contact information, diagnostic and procedural information, will be kept confidential and secure by this practice, George C Hage, EdD, PhD, LCMHCS, doing business as Counseling and Spirituality. Your files will be kept locked and will only be accessible to George C Hage, EdD., PhD, LCMHCS.

A signed release will be needed from you to disclose PHI (personal health information). This will need to be done if you would like the practice to file for reimbursement from your insurance company, if you would like an electronic copy of a report or your billing history sent to you, or if you would like a copy of the report to be released directly to another provider (e.g., pediatrician) or organization (e.g., school).

If your therapy is paid for by your insurance company, then written information regarding diagnosis and dates of service will be released to them for billing purposes. Additional verbal or written information may be released to your insurance company if there is a need to justify therapeutic services.

Confidentiality may need to be broken without your signed consent in certain legal or emergency situations, specifically situations in which George Hage LCMHCS believes you are at risk of harming yourself or other people.

All assessment records will be maintained for a period of 7 years from the date of last contact.

Any changes to this policy will be noted on the website, [www.andrewsmiler.com](http://www.andrewsmiler.com), and will be posted at the office. You may request to be notified by mail or email of any changes to this policy in the future. Please notify George C Hage LCMHCS if you wish to receive these updates, and how you would like to be notified.

### **After Hours Contact Information**

You may contact me at any time, by voice, text, or email using the information at the top of this page. I will do my best to respond quickly. During the traditional 9-5 work day, I am often able to respond within 2-3 hours. **During evenings and weekends**, as well as when I travel, I check my voicemail, texts, and email regularly, but it may be several hours before I am able to respond.

If you have having a **mental health emergency**, you should call **800-718-3550** to reach the Forsyth County Mental Health hotline or dial **911** for immediate assistance.