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Fort Worth, Texas 76135
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08/01/2020

Notice of Privacy Practices

This notice describes how medical information about a client may be used, disclosed and accessed. Please review carefully.

1. Client medical records are used to provide treatment, bill and receive payments, and conduct healthcare operations. Examples of these activities include but not limited to review of treatment records to ensure appropriate care, electronic or mail delivery of billing for treatment to you or other authorized payers, appointment reminder telephone calls, and records review to ensure completeness and quality of care. Use and disclosure of medical records is limited to the information outlined below except required by law or authorized by the patient or legal guardian.
2. Federal and State laws require abuse, neglect, domestic violence and threats to be reported to social services or other protective agencies. If such reports are made they will be disclosed to you or your legal representative unless disclosure increases risk of further harm.
3. Client, or a legal representative, may request records to be disclosed to self or any other entity. Client request for records must be made in writing, clearly identifying the person authorized to request the release, specify the information to be disclosed, the name and address of the entity for the information released to, purpose and the expiration date of the authorization. Any authorization provided may be revoked in writing at anytime. LWC shall have 10 days to respond to a written request. Client shall be required to pay a fee for records.
4. Client may request corrections to records. Please email request to info@lwc.care
5. A request for disclosure may be denied under the following circumstances: disclosure would likely endanger the life or physical safety of you (client) or another person, requested information references other persons, except another healthcare provider, or if released to a legal representative would likely result in harm.
6. If a request for disclosure is denied for reasons outlined in Section 6, you (client) or your legal representative may request review of the denial. A review will be concluded within 30 days.
7. Client may request that LWC restrict uses and disclosures outlined in Section 1. However, LWC is not required to agree to the restrictions. If an agreement is made to restrict use or disclosure, LWC will be bound by such restriction until revoked by the client or client's legal representative orally or in writing except when disclosure is required by law or in an emergency. LWC may also revoke such restrictions but information gathered while required by law or in an emergency. LWC may also revoke such restrictions but information gathered while the restriction was in place will remain restricted by such an agreement.
8. If client wishes to complain about privacy related issues, please contact the Secretary of the Department of Health and Human Services, Hubert H. Humphrey Building, 200 Independence Avenue SW, Washington DC, 20201. In any case there will not be any retaliation against the client or legal representative for filing a complaint.
9. This agreement may be modified or amended as required by law or in the course of health care operations.