

- d) Virginia law also allows certain others to request access to information or treatment records in specific circumstances. These include Protective Service Workers to whom I have reported suspicion of abuse or neglect, if they so request; Court-Appointed Special Advocates in child abuse or neglect proceedings, if the court so orders; and evaluators for minors' involuntary commitment to inpatient treatment. In such cases, I will make every attempt to limit the information disclosed by substituting an oral or written report.
 - e) If you are under 18 years of age, Virginia law allows your parents to request information and/or records related to your treatment, however, the Federal Drug Abuse Office and Treatment Act protects the privacy of alcohol and treatment records in every state.
2. Business and operational activities may, at times, involve providing your protected health information to others:
- a) When I am on vacation or away from the office for extended periods of time, a colleague may cover my practice and take emergency calls. If s/he will need information about you in order to be prepared to assist you in my absence; you and I will discuss that plan in advance.
 - b) To insure that I am providing quality care, I sometimes meet with an office colleague to get additional ideas on how to enhance treatment effectiveness.
 - c) I may call you by name in the waiting room when I am ready to see you.
 - d) WCFT office staff have access to the information necessary for preparing monthly statements, submitting insurance claims, and OTR's to insurance company treatment plan reviewers.
 - e) We may contact you by phone or mail to remind you of your appointment or to reschedule you for a different appointment time.
3. You must decide whether to give consent for me to release information to an insurance company (or other third party payor) in order to receive reimbursement. I am required to provide information about dates of treatment, type of treatment, treatment goals, and the nature of your problem (diagnosis). Subsequently, I may be required to submit Outpatient Treatment Reports. I will be happy to review these with you at your request, during our treatment sessions. I will submit them only with your consent. Requests for further information will be discussed with you as they arise. You should be aware that, once part of the insurance company files, in all probability some of it will be computerized. I have no control over how that information might be used or re-released. In some cases, the information about your treatment may be shared with a national medical information data bank. Virginia law also allows third party payors to re-release certain information to others in certain circumstances without your consent, potentially including the employer who provides your health care plan.