

**Christian Wellness Center of New Jersey  
Venita S. Welcome, LPC, MSCC  
600 Franklin Blvd, Suite 201  
Somerset, New Jersey 08873**

**Patient Health Information Consent Form**

Patient Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

We want you to know how your Patient Health Information is going to be used in this office and your rights concerning those records. Before we will begin any health care operations we must require you to read and sign this consent form stating that you understand and agree with how your records will be used. If you would like to have a more detailed account of our policies and procedures concerning privacy of your Patient Health Information we encourage you to read the HIPAA Notice that is available to you from Venita Welcome before signing this consent.

1. The patient understands and agrees to allow Venita Welcome's office to use their Patient Health Information (PHI) for the purpose of treatment, payment, healthcare operations, and coordination of care. As an example, the patient agrees to allow Venita Welcome's office to submit requested PHI to the health insurance company (or companies) provided to us by the patient for the purpose of payment. Be assured that this office will limit the release of all PHI to the minimum needed for what the insurance companies require for payment.

2. The patient has a right to examine and obtain a copy of his/her own health record at any time and request corrections. The patient may request to know what disclosures have been made and submit in writing any further restrictions on the use of their PHI. Our office is not obligated to agree to those restrictions.

3. A patient's written consent need only be obtained one time for all subsequent care given in this office.

4. The patient may provide a written request to revoke consent at any time during care. This would not effect the use of those records for the care given prior to the written request to revoke consent but would apply to any care given after the request has been presented.

5. For your security and right to privacy, all staff has been trained in the area of patient record privacy and a privacy official has been designated to enforce those procedures in our office. We have taken all precautions that are known by this office to assure that records are not readily available to those who do not need them.

6. Patients have a right to file a formal complaint with our privacy official about any possible violations of these policies and procedures.

7. If a patient refuses to sign this consent for the purpose of treatment, payment and health care operations the therapist/counselor has a right to refuse care.

I have read and understand how my Patient Health Information will be used and I agree to these policies and procedures.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to client if signed by a personal representative of the client: \_\_\_\_\_