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NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

EFFECTIVE DATE OF THIS NOTICE

Effective Date: June 22, 2026

I. MY PLEDGE REGARDING HEALTH INFORMATION

I understand that health information about you and your care is personal. I am committed to protecting your protected health information ("PHI"). I create and maintain records of the care and services you receive in order to provide quality treatment, comply with legal requirements, and operate my practice effectively.

This Notice applies to all records of your care maintained by this practice. It describes how I may use and disclose your health information, your rights regarding that information, and my responsibilities for protecting your privacy.

I am required by law to:

- Maintain the privacy of your protected health information.
- Provide you with notice of my legal duties and privacy practices.
- Follow the terms of the Notice currently in effect.

I reserve the right to revise this Notice at any time. Any revision will apply to all protected health information maintained by this practice. The current version will be available upon request.

II. HOW I MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

Treatment

I may use and disclose your health information to provide, coordinate, or manage your treatment and related services. For example, I may consult with another healthcare provider involved in your care or make referrals to other professionals when appropriate.

Payment

I may use and disclose your health information to obtain payment for services provided. This may include billing you, your insurance company, or another responsible party for services rendered.

Healthcare Operations

I may use and disclose your health information for activities necessary to operate my practice. Examples include quality improvement activities, recordkeeping, supervision, consultation, legal compliance, and administrative functions.

Appointment Reminders and Practice Communications

I may use your contact information to provide appointment reminders, scheduling information, billing information, or other communications related to your treatment and care.

Lawsuits and Disputes

If you are involved in a legal proceeding, I may disclose health information in response to a court order or other lawful process as required by law. When appropriate, I will attempt to obtain your authorization or notify you before making such disclosures.

III. CERTAIN USES AND DISCLOSURES REQUIRE YOUR AUTHORIZATION

Psychotherapy Notes

I may maintain psychotherapy notes as defined by HIPAA. Any use or disclosure of psychotherapy notes requires your written authorization except:

- For my use in treating you.
- For training or supervision purposes.
- To defend myself in legal proceedings brought by you.
- When required by law.
- For health oversight activities authorized by law.
- To avert a serious threat to health or safety.
- For use by the Secretary of Health and Human Services investigating HIPAA compliance.
- By a coroner or medical examiner performing duties authorized by law.

Marketing

I will not use or disclose your PHI for marketing purposes without your authorization.

Sale of PHI

I will not sell your protected health information.

IV. CERTAIN USES AND DISCLOSURES DO NOT REQUIRE YOUR AUTHORIZATION

I may use or disclose your PHI without your authorization:

- When required by federal or state law.
- To report suspected child abuse, elder abuse, abuse of a vulnerable adult, or neglect.
- To prevent or lessen a serious threat to the health or safety of any person.
- For public health activities.
- For health oversight activities such as audits, investigations, and licensure reviews.
- In judicial or administrative proceedings when authorized by law.
- For law enforcement purposes when authorized or required by law.
- To coroners, medical examiners, or funeral directors as authorized by law.
- For approved research activities when permitted by law.
- For specialized government functions authorized by law.
- To comply with workers' compensation laws.
- For organ and tissue donation requests when authorized by law.

V. CERTAIN USES AND DISCLOSURES REQUIRE YOU TO HAVE THE OPPORTUNITY TO OBJECT

Disclosures to Family Members or Others Involved in Your Care

With your permission, I may disclose relevant information to family members or other individuals involved in your care or payment for services. In emergency situations, professional judgment may be used to determine whether disclosure is necessary to protect your health or safety.

VI. YOUR RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION

You have the right to:

- Request restrictions on certain uses and disclosures of your PHI.
- Request restrictions on disclosures to health plans when services have been paid for in full out-of-pocket.
- Request confidential communications by alternative means or at alternative locations.
- Inspect and obtain copies of your PHI, excluding psychotherapy notes.
- Request an accounting of certain disclosures.
- Request corrections or amendments to your records.
- Designate another person to act on your behalf when legally authorized.
- Revoke an authorization previously granted to disclose information.
- Receive a paper or electronic copy of this Notice.

I may deny certain requests as permitted by law, but I will provide a written explanation of any denial.

Complaints Regarding Privacy Practices

If you believe your privacy rights have been violated, you may file a complaint with this practice or with the U.S. Department of Health and Human Services. Filing a complaint will not affect your treatment or services in any way.

U.S. Department of Health and Human Services

Office for Civil Rights

200 Independence Avenue, S.W.

Washington, D.C. 20201

(877) 696-6775

<https://www.hhs.gov/ocr/privacy/hipaa/complaints>

VII. CHANGES TO THIS NOTICE

I reserve the right to change the terms of this Notice at any time. Any changes will apply to all health information maintained by this practice. The current version of this Notice will be available upon request.