

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION. PLEASE REVIEW IT CAREFULLY. YOU MAY HAVE ADDITIONAL RIGHTS UNDER STATE AND LOCAL LAW. SEEK LEGAL COUNSEL FROM AN ATTORNEY LICENSED IN YOUR STATE IF YOU HAVE QUESTIONS REGARDING YOUR RIGHTS TO HEALTH CARE INFORMATION.

Effective Date: March 4, 2025

I. MY PLEDGE REGARDING YOUR HEALTH INFORMATION

I maintain records of your care to provide services and comply with legal requirements. This notice applies to all records, including those for in-person sessions and telehealth.

I am required by law to:

- Keep your PHI private
- Provide this notice describing my legal duties and privacy practices
- Follow the terms of this notice
- Notify you if a breach occurs that compromises your PHI

I may update this notice at any time. The revised notice will be available upon request and on my website.

II. HOW I MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

HIPAA allows me to use and disclose your PHI in certain situations without your written permission, as outlined below.

1. Treatment, Payment, and Health Care Operations

I may use or share your PHI to:

- Process payments (e.g., invoices)
- Manage operations (e.g., appointment reminders)
- Provide treatment (e.g., consultation with other confidential providers)

Treatment disclosures are not restricted by the minimum necessary standard, as full records are needed for care.

2. Legal and Ethical Mandates

I may be required by law to disclose your PHI without your authorization in the following situations:

- Mandatory reporting of child, elder, or vulnerable adult abuse
- Danger of serious harm to yourself or others
- Government requests—including court orders, subpoenas, investigations, public health reporting, and law enforcement

Any disclosure under this section will be limited to the minimum necessary information required to comply with legal obligations, and I will notify you as soon as possible in these cases.

3. Telehealth and Electronic Communication Considerations

If we conduct sessions via a HIPAA-compliant platform:

- Your PHI is protected under HIPAA
- You are responsible for ensuring privacy on your end (e.g., secure Wi-Fi)
- I do not record telehealth sessions unless explicitly authorized

III. USES AND DISCLOSURES REQUIRING YOUR AUTHORIZATION

1. Psychotherapy Notes

I may keep psychotherapy notes separate from your general health record. These notes will not be shared unless:

- You provide written authorization
- Required for legal defense if you bring legal action against me
- Required by law enforcement or health oversight agencies

2. Marketing and Testimonials

I will not use your PHI for marketing purposes without your written consent. If you provide a review or testimonial, I will request a signed HIPAA authorization before posting. You can revoke this authorization at any time.

3. Sale of PHI

I do not and will not sell your PHI.

IV. YOUR RIGHTS REGARDING PHI

You have the following rights under HIPAA and Texas law

Right to Confidential Communication: You can request that I contact you in a specific way (e.g., by email, phone, or mail). I will accommodate reasonable requests.

Right to Access Your Records: You can request copies of your records. I will provide them within 15 days, as required by Texas law. I may charge a reasonable fee.

Right to Request Changes to Your Records: If you believe your records are incorrect or incomplete, you can request a correction. If I deny your request, I will provide an explanation in writing and allow you to add a written statement of disagreement.

Right to Be Notified of a Breach: If your PHI is ever compromised due to a security breach, I will notify you.

Right to a Copy of This Notice: You can request a paper or electronic copy of this Notice at any time.

Right to File a Complaint: If you believe I have violated your privacy rights, you may contact me via my website, or file a complaint with the following organizations:

- U.S. Department of Health and Human Services
 - [hhs.gov/ocr/privacy/hipaa/complaints](https://www.hhs.gov/ocr/privacy/hipaa/complaints)
 - (877) 696-6775

- Texas Behavioral Health Executive Council
 - [bhec.texas.gov](https://www.bhec.texas.gov)
 - (512) 305-7700