

## NOTICE OF PRIVACY PRACTICES

### Katiemarie Counseling

**Effective Date:** January 1, 2026

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

### **I. Our Commitment to Your Privacy**

At Katiemarie Counseling, we are dedicated to maintaining the privacy of protected health information (PHI). We create a record of the care and services you receive to provide quality care and comply with legal requirements. We are required by law to:

- Maintain the privacy of your PHI.
- Provide you with this notice of our legal duties and privacy practices.
- Abide by the terms of the notice currently in effect.

### **II. How We May Use and Disclose Your PHI**

The following categories describe different ways we may use or disclose your PHI:

- **For Treatment:** We may use PHI to provide, coordinate, or manage your care. *Example:* Consulting with another healthcare provider or specialist regarding your treatment plan.
- **For Payment:** We may use PHI so that the services you receive may be billed and payment collected from you, an insurance company, or a third party. *Example:* Sending your diagnosis code to your insurance company to process a claim.
- **For Healthcare Operations:** We may use PHI to run our practice and ensure all clients receive quality care. *Example:* Using PHI for quality assessment or business planning.
- **Required by Law:** We will disclose PHI when required by federal, state, or local law. This includes reporting child abuse, elder abuse, or in response to a court order.
- **To Avert a Serious Threat to Health or Safety:** We may use and disclose PHI when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.

### **III. Special Protections for Substance Use & Psychotherapy Notes**

- **Psychotherapy Notes:** Most uses and disclosures of "psychotherapy notes" (notes recorded by a mental health professional documenting the contents of a conversation) require your specific written authorization.
- **Substance Use Disorder (SUD) Records:** Per the 2026 alignment with 42 CFR Part 2, SUD records are afforded extra confidentiality. We will not disclose SUD records without your express written consent except in medical emergencies or by court order.

#### IV. Your Rights Regarding Your PHI

- **Right to Inspect and Copy:** You have the right to inspect and obtain a copy of your PHI (usually medical and billing records).
- **Right to Amend:** If you feel the PHI we have is incorrect, you may ask us to amend it. We may deny your request if the information is accurate and complete.
- **Right to an Accounting of Disclosures:** You may request a list of the disclosures we have made of your PHI for purposes other than treatment, payment, or operations.
- **Right to Request Restrictions:** You have the right to request a limit on the PHI we use or disclose. **Note:** If you pay for a service in full out-of-pocket, you have the right to restrict disclosure of that PHI to your health plan.
- **Right to Confidential Communications:** You have the right to request that we communicate with you in a specific way (e.g., home phone vs. cell).

#### V. Changes to This Notice

We reserve the right to change this notice. Any changes will apply to the PHI we already have. We will post a copy of the current notice in our office and on our website.

#### VI. Complaints

If you believe your privacy rights have been violated, you may file a complaint with Katiemarie Counseling or with the Secretary of the Department of Health and Human Services. You will not be penalized for filing a complaint.

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**Contact Information:** Katiemarie Counseling, Katiemariecounseling@gmail.com