

Keeping Your Privacy "Safe & Sound"

Affirmed Emotions Therapy

www.affirmedemotions.com
jess@affirmedemotions.com
(336) 560-7660

WHEN THIS KICKED IN: This notice officially went into effect on **March 10, 2025**.

KEEPING YOUR PRIVACY "SAFE AND SOUND" - NOTICE OF PRIVACY PRACTICES:

Heads up! This notice explains how your health info may be used, shared, & how you can access it. Take a minute to read through it & check it out!

MY PROMISE TO YOU:

Your health information is personal & I take protecting it seriously. I keep records of the care & services you receive to provide the best support possible & meet legal requirements. This notice explains how I may use or share your info, your rights, & my responsibilities in keeping it safe. Your privacy matters - & I've got you covered!

THE LEGAL STUFF (BECAUSE YOUR PRIVACY MATTERS TO ME!):

Here's the deal - I'm legally required to:

- ✓ Keep your protected health info (PHI) private.
- ✓ Give you this notice about my privacy practices.
- ✓ Follow the terms of this notice while it's in effect.

If anything changes, those updates will apply to all information I have about you, & you can always request the latest version. Your privacy = a top priority to me!

HOW YOUR HEALTH INFO MAY BE USED OR SHARED:

Here's the rundown on how I may use or share your health info. I'll break it down into categories & give examples so it actually makes sense. Not every single scenario is listed, but rest assured - any use or disclosure of your info will always fall within these guidelines. Let's keep it clear, transparent, & all about protecting **you**!

FOR TREATMENT, PAYMENT, OR HEALTHCARE OPERATIONS - HERE'S WHAT THAT MEANS:

Federal privacy rules let me use or share your health info for treatment, payment (like billing your insurance directly), or general healthcare stuff - without needing your written okay first. This might look like me consulting with another licensed provider to ensure you're getting the best care. It's all about keeping things running smoothly while still protecting your privacy!

WHY YOUR TREATMENT INFO MIGHT BE SHARED:

Good care means having all the right info! When it comes to your treatment, I'm not restricted to just the basics (what those Federal privacy rules call the minimum necessary standards) - I may need full access to your

records to give you the best care possible. Sometimes, I may need to coordinate with other therapists, consult specialists, or refer you to someone else who may be a better fit. This ensures you get the best possible support - while I still respect your privacy.

LAWSUITS & LEGAL STUFF - THE THINGS YOU NEED TO KNOW:

If you're ever involved in a lawsuit, I may have to share health info if a court or administrative order requires it. If someone else involved in the case requests your records through a subpoena or other legal process, I'll only disclose it if you've been notified or if there's a protective order in place. Your privacy matters & I'll always do my best to keep it that way - private!

SOME THINGS NEED YOUR OKAY FIRST!

Some uses & disclosures of your health info only happen if you give the green light first.

LET'S TALK THERAPY NOTES:

As defined in 45 CFR § 164.501, I do keep *psychotherapy notes* (yep, that's the official term - they're the ones you always see me jotting down on my iPad). They stay private & can't be shared unless you give permission - *except* in specific situations where disclosure is legally allowed. These situations are:

- ✓ When I need them to treat you.
 - ✓ For training or supervising other mental health practitioners.
 - ✓ If I need to defend myself in legal proceedings you initiate.
 - ✓ If the **Secretary of Health & Human Services** needs to check my HIPAA compliance.
 - ✓ If the law requires it (& only to the extent it does).
 - ✓ For certain health oversight activities related to the original provider of the notes. ✓ If a **coroner** needs them as part of their legal duties.
 - ✓ To prevent a serious threat to someone's health or safety.
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NO MARKETING, JUST THERAPY:

No marketing emails, no gimmicks, no selling your info. I won't use or share your PHI for marketing - because therapy should be about *you*, not promotions.

WHEN YOUR INFO CAN BE SHARED WITHOUT YOUR PERMISSION

In some cases, I **can** use or share your PHI without your authorization - always within legal limits. Here's when that might happen:

- ✓ **When required by law** (state or federal).
 - ✓ **For public health & safety**, like reporting suspected child or elder abuse or neglect or preventing serious harm to another person.
 - ✓ **For oversight activities**, like audits or investigations.
 - ✓ **For legal proceedings**, such as court orders (though I prefer to get your okay first).
 - ✓ **For workers' comp**, if required by law (again, I prefer to get your consent first). ✓ **For appointment reminders**, I'll use your info to send you a quick reminder about your upcoming appointment - because life gets busy!
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YOU CAN OBJECT TO CERTAIN DISCLOSURES

- ✓ I may share your info with family, friends, or others you've said are involved in your care or the payment of your care *unless* you tell me not to. If it's an emergency, I may get your consent afterward.
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YOUR RIGHTS WHEN IT COMES TO YOUR PHI

- ✓ **The Right to Request Limits** – You can ask me not to use or share certain info, but I may say no if it I think it affects your care.
 - ✓ **The Right to Restrict Insurance Access** – If you pay for a service *out-of-pocket in full*, you can request that I don't share it with your health plan (i.e., if you're a self pay client).
 - ✓ **The Right to Choose How I Contact You** – Want me to call a specific number, send mail to a different address, text instead of call, or email instead of text? Just ask! I'll honor all reasonable requests.
 - ✓ **The Right to See & Get Copies of Your Records** – You can request an electronic or paper copy of your records (excluding psychotherapy notes). I'll provide them within **30 days** & may charge a reasonable fee.
 - ✓ **The Right to a List of Disclosures** – You can request a list of times I've shared your info (except for treatment, payment, or health care operations). I'll provide this within **60 days** & at no charge - unless you request multiple lists in the same year.
 - ✓ **The Right to Correct or Update Info** – If something in your record is incorrect or missing, you can request a correction. If I can't make the change, I'll explain why in writing within **60 days**.
 - ✓ **The Right to a Copy of This Notice** – You can request a paper or electronic copy of this notice anytime - even if you originally agreed to receive it by email.
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GOT IT - PRIVACY NOTICE ACKNOWLEDGEMENT

- ✓ The **Health Insurance Portability & Accountability Act (HIPAA) of 1996** gives you certain rights over how your health info is used & shared.
- By checking the box below, you're confirming that you've received a copy of the **HIPAA Notice of Privacy Practices** - because understanding your rights is key!
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MY SIGNATURE SAYS THAT I'VE READ IT, I UNDERSTAND IT, & I'M ALL IN. NO "RED" FLAGS HERE - JUST CLARITY & COMMITMENT.