



ALIGN PSYCHOTHERAPY

NOTICE OF PRIVACY PRACTICES

Trust and confidentiality are fundamental to effective psychotherapy. This Notice describes how health information about you may be used and disclosed, how your health information is protected, how you may access your health information, and the rights you have regarding your health information.

Your privacy is protected by federal and state law, including the Health Insurance Portability and Accountability Act (HIPAA), as well as applicable professional ethics standards. Please read this Notice carefully and ask any questions you may have.

I. DEFINITIONS

Protected Health Information (PHI) is information that identifies you and relates to your physical or mental health, the healthcare you receive, or payment for that healthcare.

Align Psychotherapy maintains client records electronically and takes reasonable measures to protect the privacy and security of those records.

Throughout this Notice, the terms “use” and “disclosure” have specific meanings. A use of PHI occurs when information is accessed, reviewed, or shared within Align Psychotherapy for purposes such as treatment, payment, or healthcare operations. A disclosure occurs when PHI is shared with a person or organization outside of Align Psychotherapy.

II. YOUR RIGHTS

A. Access to Your Record

In general, you have the right to inspect or obtain a copy of the PHI maintained by Align Psychotherapy in paper or electronic form upon written request. If access is denied, you will receive a written explanation and information about any available review process.

B. Request Amendments

If you believe information in your record is inaccurate or incomplete, you may submit a written request to amend it. Align Psychotherapy may approve or deny the request in accordance with applicable law. If a request is denied, you will receive information about your right to submit a written statement of disagreement.

C. Request Restrictions

You may request restrictions on certain uses or disclosures of your PHI. While Align Psychotherapy will consider all requests, we are not required to agree to every requested restriction. Any approved restriction will be documented in writing.

D. Request Confidential Communication

You may request that communications or records be sent to you in a particular manner or at a particular location. Reasonable requests will be accommodated whenever possible.

E. Accounting of Disclosures

You have the right to request an accounting of certain disclosures of your PHI made without your authorization, as permitted by law.

F. Copies of This Notice

You may request a paper copy of this Notice at any time, even if you received it electronically. If significant changes are made to this Notice, an updated version will be made available.

G. Breach Notification

If a breach of unsecured PHI affecting you occurs, Align Psychotherapy will notify you as required by law and provide information about the breach and any recommended protective steps.

H. Complaints

You have the right to file a complaint if you believe your privacy rights have been violated. Complaints may be submitted directly to Align Psychotherapy or to the U.S. Department of Health and Human Services. You will not be penalized or retaliated against for filing a complaint.

III. USES AND DISCLOSURES OF YOUR PHI

Align Psychotherapy may use and disclose your PHI for a variety of purposes. Some uses and disclosures require your written authorization, while others are permitted or required by law.

Minimum Necessary: Except where permitted or required by law, Align Psychotherapy will make reasonable efforts to use or disclose only the minimum amount of PHI necessary to accomplish the intended purpose.

A. Routine Uses (No Authorization Needed)

Align Psychotherapy may use or disclose PHI without your written authorization for the following purposes:

Treatment

Providing psychotherapy services, coordinating your care with other healthcare providers when appropriate, consulting with other professionals, and coordinating treatment among clinicians within Align Psychotherapy when more than one clinician is involved in your care.

Payment

Billing you or, when appropriate, your insurance company for services provided, as well as obtaining payment for those services.

Healthcare Operations

Operating and managing the practice, including scheduling, recordkeeping, quality assurance, compliance activities, billing, insurance claims processing, and other administrative functions necessary to support the delivery of services.

Members of Align Psychotherapy's workforce may access PHI as necessary to perform their job responsibilities.

When more than one Align Psychotherapy clinician is involved in your care, clinicians may access and share relevant information within your record for purposes of treatment coordination, continuity of care, consultation, and clinical decision-making. This may include situations in which members of the same couple or family receive services from different clinicians within the practice.

B. Disclosures Required or Permitted by Law

Certain laws override the usual confidentiality protections. In these limited situations, Align Psychotherapy may, or must, disclose PHI without your authorization:

Suspected Child Abuse or Neglect

Align Psychotherapy must report reasonable suspicion to the Department of Social Services and to cooperate with related investigations.

Suspected Abuse of a Disabled or Elderly Adult

Align Psychotherapy must report reasonable suspicion that a disabled adult is in need of protective services.

Serious Threat of Harm

If Align Psychotherapy believes there is a serious and imminent threat to your safety or the safety of another person, PHI may be disclosed to the extent necessary to help prevent or lessen the threat. This may include contacting emergency services, law enforcement, a potential victim, family members, or other individuals who may be able to assist in protecting safety.

Court Orders and Legal Proceedings

Align Psychotherapy must comply with valid court orders requiring the disclosure of records. A subpoena is not the same as a court order. When permitted by law, Align Psychotherapy may notify you of a subpoena or other legal request for records and may assert applicable privileges or objections until a court determines whether disclosure is required.

Workers Compensation

If you file a workers' compensation claim, Align Psychotherapy may disclose information as permitted or required by applicable workers' compensation laws.

Health Oversight and Public Health Activities

Align Psychotherapy may disclose PHI to health oversight agencies, licensing boards, public health authorities, coroners, or medical examiners when required or permitted by law for oversight, investigation, public health, or other authorized purposes.

Military Service, National Security, and Other Government Functions

Align Psychotherapy may disclose PHI for certain military, national security, intelligence, protective services, or other government functions when required or permitted by law.

C. Other Disclosures Required by Law

Align Psychotherapy may disclose PHI when otherwise required by applicable federal or state law.

D. Uses Requiring Authorization

Except for the uses and disclosures described in this Notice, Align Psychotherapy will obtain your written authorization before using or disclosing your PHI.

You may revoke an authorization at any time by providing written notice. Revocation will not apply to actions already taken in reliance on the authorization before it was withdrawn.

IV. QUESTIONS AND COMPLAINTS

If you have questions about this Notice, would like to exercise any of the rights described above, or believe your privacy rights may have been violated, please contact Align Psychotherapy.

You may also file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights. Filing a complaint will not affect your treatment or result in any retaliation.

Additional information about filing a complaint can be found at:
www.hhs.gov/ocr/privacy/hipaa/complaints

Effective Date

This Notice of Privacy Practices is effective as of June 15, 2026.

Acknowledgment

I have had the opportunity to review Align Psychotherapy's Notice of Privacy Practices.

eSignature

[_____]

By checking this, you are eSigning this form.

Date

[_____]