

NOTICE OF PRIVACY PRACTICES

How We Protect & Use Your Information

Effective Date: [MONTH DAY, YEAR] · Birds That Soar Counseling & Development, LLC

This notice describes how your medical and mental health information may be used and disclosed, and how you can get access to it. Please review it carefully.

How This Works With Your Client Portal

This website provides general information about our privacy practices. All scheduling, intake paperwork, secure messaging, and the official signed copy of this Notice of Privacy Practices are handled through our secure SimplePractice Client Portal. If you're a new or existing client, you'll receive and acknowledge this notice electronically as part of your intake.

Our Commitment to Your Privacy

Birds That Soar Counseling & Development, LLC is required by law to maintain the privacy of your protected health information ("PHI"), to give you this notice describing our legal duties and privacy practices, and to follow the terms currently in effect.

How We May Use and Share Your Information

We use and share your information to provide, coordinate, and bill for your care, and as otherwise required or permitted by law. Common examples include:

- **Treatment** — coordinating your care with other providers involved in your treatment, when needed and appropriate.
- **Payment** — billing you, your insurance company, or another third party for services provided.
- **Healthcare operations** — internal activities such as quality review, billing audits, and administrative functions necessary to run the practice.

Other situations where we may be permitted or required to share information without your written authorization include: as required by law; to prevent or lessen a serious and imminent threat to health or safety; for public health activities; in response to a court order or valid legal process; to appropriate authorities in cases of suspected abuse, neglect, or domestic violence; and for health oversight, workers' compensation, or law enforcement purposes as legally required.

Psychotherapy Notes

Process notes kept separate from your official clinical record receive extra protection under HIPAA. In most cases, we will ask for your specific written authorization before sharing these notes, even with your insurance company.

All Other Uses

Any use or disclosure not described in this notice will only be made with your written authorization, which you may revoke at any time in writing.

STATE-SPECIFIC — CONFIRM WITH ATTORNEY

Couples, Family, Adolescent & Child Clients

Because our practice works with individuals, couples, families, adolescents, and children, confidentiality works differently depending on who the client is:

- **Couples and family therapy:** when more than one person participates in sessions together, the "client" is generally the relationship or family unit rather than any one individual. Our specific policy on what can and cannot be shared between participants (including in the event of separation, divorce, or individual sessions within a family case) is provided in your intake paperwork before treatment begins.
- **Adolescent clients:** the rights of parents/guardians to access a minor's records, and the minor's own right to confidential treatment for certain concerns without parental notification, vary by state and by the minor's age. [Illinois, Indiana, and Texas each have their own statutes governing minor

consent to mental health treatment and parental access to records — confirm current requirements with a healthcare attorney before finalizing this section.]

- **Child clients:** a parent or legal guardian is generally treated as the personal representative with authority to access the child's records and make decisions on the child's behalf, except where state law provides otherwise (for example, in certain custody, abuse, or independently-consented treatment situations).

Specific confidentiality practices for your situation will always be reviewed with you (and, where applicable, your parent/guardian) as part of informed consent before treatment begins.

Your Rights

- **Right to request restrictions** on how your information is used or shared. We are not required to agree, except in certain circumstances involving payment made in full out-of-pocket.
- **Right to confidential communications** — you can ask us to contact you in a specific way (e.g., a preferred phone number) or at a specific location.
- **Right to inspect and receive a copy** of your health record, with limited exceptions.
- **Right to request an amendment** to your record if you believe information is incorrect or incomplete.
- **Right to an accounting of disclosures** — a list of certain disclosures we've made of your information.
- **Right to a paper copy** of this notice, even if you agreed to receive it electronically.
- **Right to choose someone to act on your behalf** — a personal representative (such as a parent or legal guardian) can exercise these rights on your behalf, subject to applicable law.
- **Right to file a complaint** if you believe your privacy rights have been violated, with our practice directly or with the U.S. Department of Health and Human Services Office for Civil Rights. You will not be penalized for filing a complaint.

Our Responsibilities

We are required by law to maintain the privacy of your information, provide you with this notice of our legal duties and privacy practices, notify you if a breach occurs that may have compromised your information, and abide by the terms of this notice currently in effect.

We reserve the right to change the terms of this notice and to make the revised notice effective for information we already have as well as information we receive in the future. An updated notice will always be available on this page and in our office.

Questions or Complaints

If you have questions about this notice, or wish to exercise any of the rights described above, please contact us directly or send a secure message through your [Client Portal](#):

Dr. Patrice Patton-Campbell, PhD, LCPC (IL), LMHC (IN), LPC (TX), NCC, CCTP

Birds That Soar Counseling & Development, LLC

[Practice Address]

(708) 941-1052 · info@birdsthatsoarcounseling.com

You may also file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, without fear of retaliation.