

STEPHANIE JAMES, LLC

Notice of Privacy Practices

A record is created from your first appointment with STEPHANIE JAMES and is added to with each subsequent visit. Your record is used to for the following:

- Information disclosed in you sessions
- Progress made through the duration of your treatment
- Treatment planning for future sessions
- Communication with other entities

The use and disclosure of the information in your record will be in compliance with the Health Insurance Portability and Accountability Act of 1996 and all other applicable laws.

Your record remains the property of STEPHANIE JAMES. You, however, may review the information contained in the record, at any time. By law you have the right to view or request a copy of your record that may include an account of the disclosures made to other entities based on consents to release information signed by you.

STEPHANIE JAMES is legally required to maintain the privacy of your record and is required to provide you with information about these privacy practices and any changes made to these practices as they occur. In short, STEPHANIE JAMES will not disclose any information in your record without your signed written consent. Exceptions to this are dictated by law and include the following:

- A judge's order to release information
- If you present a danger to yourself and/or others
- If you are suspected of abuse or neglect of a minor or vulnerable adult
- If a report of suspected abuse/neglect of a child or vulnerable adult must be made

Information in your record may be used to obtain payment for services. A bill may be sent to a third party payer along with accompanying documentation that may include information from your record.

In the event of an emergency, information in your record may be used to notify or assist family members or other personal representatives/caretakers in ensuring your safety or well being.

If you feel your privacy rights have been violated in any way you may contact STEPHANIE JAMES or the Secretary of Health and Human Services. You may contact STEPHANIE JAMES at any time for additional information explanation.

EMAILS & TEXTS: Please note that we cannot guarantee the privacy of email and text communications. Many clients prefer to use email or text for convenience, for scheduling appointments. Please do not include sensitive personal information in email or text communications.

SOCIAL MEDIA: To protect your privacy, therapists and staff are not permitted to 'friend' or connect with clients via Facebook, LinkedIn, Twitter, Instagram, or other social media sites