

Notice of Privacy Practices

Effective Date: September 15, 2025

This Notice describes how your health information may be used and disclosed and how you can access this information. Please review it carefully.

Our Responsibilities

As a Licensed Professional Counselor, I am committed to protecting the privacy of your health information. I am required by law to:

- Maintain the privacy and security of your protected health information (PHI).
- Provide you with this Notice explaining my privacy practices.
- Notify you if a breach of your PHI occurs.
- Follow the terms of this Notice.

Uses and Disclosures of Your Health Information

Your health information may be used or shared in the following ways:

- **For Treatment:** To provide and coordinate your counseling services.
- **For Payment:** To bill and receive payment for services.
- **For Healthcare Operations:** For practice management, quality assessment, and compliance.
- **As Required by Law:** When required by federal, state, or local law, such as reporting abuse or danger to self/others.

Other disclosures will only occur with your **written permission**, which you may revoke at any time.

Your Rights

You have the right to:

- Receive a copy of your records.
- Request corrections to your health information.
- Request limits on how your information is shared.

- Request confidential communications.
- Receive a list of certain disclosures.
- File a complaint if you believe your privacy rights have been violated.

Complaints

If you believe your privacy rights have been violated, you may file a complaint by contacting:

InnerSpark Career & Wellness Counseling PLLC

860-386-8039

Innersparkcareer@gmail.com

You may also file a complaint with the **U.S. Department of Health and Human Services, Office for Civil Rights** at:

<https://www.hhs.gov/ocr/privacy/hipaa/complaints/>

You will not face retaliation for filing a complaint.