

Notice of Privacy Practices

New Directions Counseling LLC

Dr. Salena Potter, LMFT

The following document is our standard policy relating to Client records and Confidentiality under HIPAA. Your therapist is committed to these policies for the protection of our Clients.

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY

The Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") establishes a set of national standards for the protection of certain health information. The U.S. Department of Health and Human Services ("HHS") issued the Privacy Rule to implement the requirement of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). The Privacy Rule addresses the use and disclosure of individuals' protected health information ("PHI").

During the course of therapy, the Therapist shall keep and maintain accurate records of therapeutic services to include, but not be limited to, dates of services, types of services, progress or case notes and billing information (collectively referred to as the "PHI"). PHI may include, but is not limited to the identity, diagnosis, evaluation, or treatment of the Client. PHI may also include, but are not limited to, any information revealed by you in counseling or a therapy session and most information placed in your file.

Dr. Potter considers all information acquired during therapy as Protected Health Information under the Privacy Rule. As such, your therapist may disclose your PHI in only two circumstances: (a) you specifically authorize it; or (b) there is a specific exception under the HIPAA rule.

Your therapist may disclose PHI where such disclosure is for treatment, payment, or operational purposes.

Your therapist may also disclose PHI in other situations: (1) where use and disclosures are required by law; (2) where use and disclosures concern victims of abuse or neglect; (3) where use and disclosures are for health and oversight activities (4) where use and disclosures are for judicial and administrative proceedings; (5) where use and disclosures are for law enforcement purposes; (6) where use and disclosures are to avert a serious threat to health or safety.

The Therapist shall keep your PHI for a minimum of 7 years for an adult client and 7 years from the date of last treatment or 7 years beyond the age of 18, whichever occurs later, for a minor.

Your therapist is considered a professional under Alabama law, to the extent they are either licensed or certified or interns approved to work in the diagnosis, evaluation or treatment of any mental or emotional disorder. Communications between a Client and a professional are confidential and may not be disclosed in civil cases. Records of the identity, diagnosis, evaluation, or treatment of a Client which are created or maintained by a professional are confidential and shall not be disclosed in civil cases.

SOCIAL MEDIA: Dr. Salena Potter maintains minimal social media accounts which she makes every effort to keep separate from her clinical practice. Facebook, being one of the social media accounts that Dr. Potter holds, it is important that you understand the implications. First, she does not accept "friend requests" from current or former clients. Second, Facebook contains a feature called "People you may know". This feature is powered by an algorithm which matches Facebook account holders who are linked by a third party. If one of your "friends" has allowed Facebook access to their email, or mobile contacts list(s), and their contacts have an entry for Dr. Salena Potter, or New Directions Counseling, Facebook's algorithm will make a connection between all parties. This may trigger a recommendation in the "people you may know" feature. This, in no way, indicates that Dr. Potter has shared your information and breached confidentiality. Dr. Potter does not allow social media platforms access to her contact information via email, computer, or mobile phone.

EXCEPTION TO CONFIDENTIALITY

There are important exceptions to confidentiality. Under Alabama law, a therapist is required to report the abuse, neglect or mistreatment of minors, elderly or disabled persons. Also, our therapists will warn others if he or she reasonably believes that you may inflict harm on yourself or others. This document may be updated without notice so please review it each time you visit Dr. Potter. A copy of this statement is always available upon request.

BY CLICKING ON THE CHECKBOX BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.