



Notice of Privacy Practices

Effective Date: 06/01/2025

Practice Name: Anchored Support Services

Provider: Sabrina Fiaz, Clinician, LCSW

Commitment to Privacy

Anchored Support Services recognizes the importance of protecting the privacy and confidentiality of clients' health information. The practice is committed to upholding the standards set forth by the Health Insurance Portability and Accountability Act (HIPAA) and applicable Georgia state laws.

This notice outlines how Protected Health Information (PHI) may be used and disclosed, as well as the rights clients have regarding access to their health information.

Uses and Disclosures Regarding PHI

Protected Health Information (PHI) may be used or disclosed without written authorization for the following purposes:

- **Treatment:** To provide, coordinate, or manage client care among health care providers.
- **Payment:** To bill for services rendered and collect payment from clients, insurance providers, or other responsible parties.
- **Healthcare Operations:** For administrative purposes, including quality assessment, staff training, licensing, and business management.
- **Legal Requirements:** When required by federal, state, or local law, including compliance with court orders, subpoenas, or law enforcement investigations.
- **Public Health and Safety:** To report suspected abuse or neglect, prevent or lessen a serious threat to health or safety, or comply with requirements of public health authorities.
- **Workers' Compensation:** To comply with laws related to workers' compensation or similar programs providing benefits for work-related injuries or illnesses.
- **Appointment Reminders and Related Services:** To contact clients with appointment reminders or to provide information about treatment alternatives or other health-related benefits and services.



Uses and Disclosures Requiring Authorization

Written authorization will be obtained from the client prior to the use or disclosure of Protected Health Information (PHI) for the following purposes:

- **Psychotherapy Notes:** Except in limited circumstances permitted by law.
- **Marketing Purposes:** Including any communications that fall outside of treatment, payment, or healthcare operations.

Clients have the right to revoke any previously granted authorization at any time by submitting a written request. Revocation will apply to future uses or disclosures and will not affect any actions taken in reliance on the authorization prior to its revocation.

Rights Regarding PHI

Clients have the following rights regarding their Protected Health Information (PHI):

1. **Right to Access:** Clients may request to view or obtain a paper or electronic copy of their medical records.
2. **Right to Request Amendments:** Clients may request corrections to their records if they believe information is inaccurate or incomplete.
3. **Right to Confidential Communications:** Clients may request that communications be made through specific methods or sent to alternative locations (e.g., home phone, email, different mailing address).
4. **Right to Request Restrictions:** Clients may request limitations on the use or disclosure of their PHI. While requests will be considered, compliance is not guaranteed.
5. **Right to an Accounting of Disclosures:** Clients may request a list of disclosures of their PHI made within the past six years, excluding those related to treatment, payment, or healthcare operations.
6. **Right to Designate a Personal Representative:** Individuals with medical power of attorney or legal guardianship may exercise the client's rights on their behalf.
7. **Right to File a Complaint:** Clients may file a complaint if they believe their privacy rights have been violated, either with the organization or with the U.S. Department of Health and Human Services. No retaliation will result from filing a complaint.



Changes To This Notice

Anchored Support Services reserves the right to amend this notice at any time. Revisions will apply to all PHI maintained at the time of change. The most current version will be made available upon request.

Contact Information

Clients who have questions about this notice or believe their privacy rights have been violated may contact Anchored Support Services at 1-404-585-7658. Complaints may also be submitted to the U.S. Department of Health and Human Services. No retaliation will occur for filing a complaint.

www.hhs.gov/ocr/privacy/hipaa/complaints

[HIPAA Privacy Notices | Georgia Department of Community Health](#)