



HIPAA Privacy Policy for Mind Over Matter Holistic Counseling

Effective Date: 12/2/2024

Your Rights to Privacy under HIPAA Mind Over Matter Holistic Counseling is committed to protecting your privacy and maintaining the confidentiality of your mental health records. This notice explains how your Protected Health Information (PHI) may be used and disclosed, your rights under the Health Insurance Portability and Accountability Act (HIPAA), and the measures we take to safeguard your personal information. A copy of this policy is available on our website or upon request.

Understanding Your Protected Health Information (PHI)

PHI includes information that identifies you and pertains to your mental health care, such as treatment, payment, and health care operations.

- **Treatment:** Includes psychotherapy sessions, assessments, consultations with other professionals, or referrals.
 - **Payment:** Covers billing and insurance processes, including claims submissions.
 - **Health Care Operations:** Involves administrative activities like audits, supervision, and quality assurance.
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Our Policy on Child Custody Cases

Mind Over Matter Holistic Counseling does not conduct child custody evaluations or provide custody arrangement recommendations. Our focus is exclusively on supporting the mental health and well-being of children through therapeutic services.

- **Protection of the Child's Rights:** Information shared during therapy will not be used in custody proceedings unless mandated by a court order or subpoena.
 - **Neutral Role:** We maintain neutrality in family legal matters to foster a supportive therapeutic environment for the child.
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Uses and Disclosures of PHI Requiring Authorization

Your written consent is required for any use or disclosure of your PHI beyond treatment, payment, and health care operations. You may revoke this consent at any time in writing, except for actions already taken based on prior authorization.

Examples of Uses and Disclosures:

- **Coordinating Care:** With authorization, we may consult with teachers or primary care providers.
 - **Insurance Claims:** Sharing progress notes to obtain reimbursement.
 - **Psychotherapy Notes:** Kept private and separate from your main record; shared only with specific authorization.
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Uses and Disclosures of PHI Without Authorization

Federal or state laws may require PHI disclosures without your consent in specific situations, including:

- **Child or Elder Abuse:** Reporting suspected abuse or neglect.
 - **Health Oversight:** Compliance with licensing boards or regulatory authorities.
 - **Legal Proceedings:** Responding to court orders or subpoenas.
 - **Threats to Safety:** Protecting individuals from serious harm under “Duty to Warn” laws.
 - **Workers’ Compensation:** Required for claim processing.
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Your Rights Regarding PHI

You have the following rights concerning your PHI:

- **Access and Copy:** Inspect and obtain copies of your mental health records.
- **Request Restrictions:** Limit the use or disclosure of your PHI.
- **Confidential Communications:** Request contact at an alternate address or phone number.
- **Amend Records:** Request corrections for inaccuracies.
- **Accounting of Disclosures:** Obtain a list of non-routine PHI disclosures.
- **Paper Copy:** Request a physical copy of this policy.

To exercise any of these rights, contact Brooke Serina at the information provided.

How We Protect Your Information

Mind Over Matter Holistic Counseling implements HIPAA-compliant measures to safeguard your PHI:

- **Physical Security:** Securely locked storage for physical records.
 - **Electronic Security:** Encryption and secure access controls for digital records.
 - **Business Associate Agreements:** Ensures external providers comply with HIPAA standards.
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Email Marketing and Communication

We may collect your email address to:

- Send newsletters and mental health resources.
- Provide appointment reminders or administrative updates.
- Notify you about promotions or events.

Your consent is implied when you provide your email address. To unsubscribe, follow the link in our emails or contact us directly. Transactional emails, such as appointment reminders, will still be sent.

Third-Party Services

We use HIPAA-compliant third-party platforms to manage communications. Your email address will not be sold, shared, or used beyond the purposes described.

Complaints

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

- **Mind Over Matter Holistic Counseling:** Contact Brooke Serina (717) 602-5151.
- **U.S. Department of Health and Human Services:** Submit a complaint online or by mail.
- **Pennsylvania Department of Health:** File complaints per state-specific guidelines.

We will address concerns promptly and respectfully.

Policy Updates

We reserve the right to modify this policy as needed. Updates will apply to all PHI in our records, and we will notify you of significant changes.

For questions or clarifications, contact us at **(717) 602-5151** or MOMHcounseling@gmail.com. Your trust is vital to us, and we are committed to supporting your journey to wellness.