



NOTICE OF PRIVACY PRACTICES

Effective August 6, 2026 | Services in California, New York, Florida, and Virginia

PLEASE REVIEW THIS NOTICE CAREFULLY

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. It also explains your privacy rights and our legal responsibilities.

This Notice applies to Godman Psychological Services, P.C. ("GPS"), its workforce members, and clinicians acting on its behalf when providing services to patients located in California, New York, Florida, or Virginia. Federal law sets a baseline. When a state law gives you greater privacy protection or access rights, GPS will follow the more protective law.

Your Information. Your Rights. Our Responsibilities.

YOUR RIGHTS	YOUR CHOICES	OUR RESPONSIBILITIES
- Access or obtain records - Request corrections - Request confidential contact - Request limits on sharing - Receive an accounting - Complain without retaliation	- Family and others involved in care - Disaster relief - Marketing and sale - Psychotherapy notes - Fundraising communications	- Protect privacy and security - Follow this notice - Notify you of qualifying breaches - Use only the minimum necessary when required - Honor stricter state law

1. Your Rights

Get an electronic or paper copy of your health record

- You may ask to inspect or obtain an electronic or paper copy of the health information we maintain about you, other than information that law excludes from access, such as psychotherapy notes in certain circumstances.
- We will provide access, a copy, or an agreed summary within the time required by federal and applicable state law. State-specific timing and limitations are summarized later in this Notice.
- We may charge only a reasonable, cost-based fee permitted by law. We will not deny federally required access because you have an unpaid treatment balance.

Ask us to correct your health record

- You may ask us in writing to amend health information you believe is incorrect or incomplete. We may deny the request for a reason allowed by law, but we will explain the denial in writing, generally within 60 days. You may submit a statement of disagreement where permitted.



GODMAN PSYCHOLOGICAL SERVICES, P.C.

Helping you navigate the mind

4231 Balboa Avenue #1256 | San Diego, CA 92117

(619) 785-3665 | info@godmanpsych.com |

godmanpsych.com

Request confidential communications

- You may ask us to contact you in a particular way or at a different address. We will accommodate reasonable requests. Tell us whether a message may be left and what information may be included.

Ask us to limit what we use or share

- You may ask us not to use or disclose certain health information for treatment, payment, or health care operations. We are not generally required to agree, but if we do, we will follow the restriction except when the information is needed for emergency treatment or disclosure is otherwise required by law.
- If you pay for a service in full out of pocket and ask us not to disclose information about that service to your health plan for payment or health care operations, we will honor the request unless disclosure is required by law.

Receive an accounting of disclosures

- You may request a list of certain disclosures made during the six years before your request. The accounting does not include disclosures for treatment, payment, or health care operations and certain other disclosures excluded by law.
- One accounting in any 12-month period is free. A reasonable, cost-based fee may apply to additional requests after advance notice and an opportunity to withdraw or narrow the request.

Get a copy of this Notice

- You may request a paper copy at any time, even if you agreed to receive it electronically. The current Notice is also available on our website.

Choose someone to act for you

- A person with legal authority to act as your personal representative may exercise your privacy rights. We will verify that authority. State law may limit a parent, guardian, or other representative's access to records, including records of minor-consented care or information whose release could cause legally recognized harm.

File a complaint

- You may complain to GPS by contacting the Privacy Officer listed at the end of this Notice.
- You may also file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights, by mailing 200 Independence Avenue, S.W., Washington, D.C. 20201; calling 1-877-696-6775; or using the complaint process at hhs.gov/hipaa/filing-a-complaint.
- GPS will not retaliate against you for filing a complaint or exercising a privacy right.

2. Your Choices

For certain uses and disclosures, you may tell us your preference. Tell us in writing when possible so that we can document your choice.



GODMAN PSYCHOLOGICAL SERVICES, P.C.

Helping you navigate the mind

4231 Balboa Avenue #1256 | San Diego, CA 92117

(619) 785-3665 | info@godmanpsych.com |

godmanpsych.com

Family, friends, and others involved in your care

- You may authorize us to share relevant information with a family member, close friend, attorney, or another person involved in your care or payment for your care.
- If you are unable to state a preference, we may share information when permitted by law and when, in our professional judgment, it is in your best interest. We may also disclose information to lessen a serious and imminent threat to health or safety as permitted by law.

Marketing, sale of information, and psychotherapy notes

- We will obtain your written authorization before using or disclosing your health information for marketing when authorization is required by law.
- We will not sell your protected health information without a valid written authorization, except for limited transactions permitted by law.
- Most uses and disclosures of psychotherapy notes require a separate written authorization. Psychotherapy notes are notes kept separate from the rest of the medical record that document or analyze the contents of counseling conversations; they do not include medication information, session times, treatment modalities and frequencies, test results, diagnoses, functional status, treatment plans, symptoms, prognosis, or progress summaries.

Fundraising

- If we contact you about fundraising, you may tell us not to contact you again. If we hold substance use disorder records protected by 42 CFR Part 2, we will provide clear notice and a choice before using Part 2 information for fundraising communications.

3. How We Typically Use and Share Information

Treatment

- We may use your information and share it with other health professionals who are treating you, coordinating your care, providing consultation, or receiving a referral, subject to any stricter state or federal confidentiality law.

Payment

- We may use and disclose information to bill and obtain payment from you, health plans, or other payers; determine eligibility or benefits; obtain authorization; and collect amounts due.

Health care operations

- We may use and disclose information to run the practice, improve quality, coordinate care, conduct audits, supervise or train clinicians, manage risk, perform credentialing, obtain legal or accounting services, and conduct other permitted administrative activities. Business associates must protect the information they receive.



GODMAN PSYCHOLOGICAL SERVICES, P.C.

Helping you navigate the mind

4231 Balboa Avenue #1256 | San Diego, CA 92117

(619) 785-3665 | info@godmanpsych.com |

godmanpsych.com

Appointment reminders and communications about care

- We may contact you about appointments, scheduling, treatment alternatives, health-related benefits, services, payment, and administrative matters. Tell us if a communication method is unsafe or not private for you.

4. Other Uses and Disclosures Allowed or Required by Law

We must satisfy the legal conditions that apply before making these disclosures. We use or disclose only the information permitted or required for the purpose.

- Public health and safety activities, such as preventing disease, reporting adverse events, reporting suspected abuse or neglect, or helping prevent or lessen a serious and imminent threat.
- Health oversight activities, such as audits, investigations, inspections, licensure, and disciplinary proceedings.
- Compliance with federal or state law, including disclosures to the U.S. Department of Health and Human Services for compliance review or enforcement.
- Workers' compensation and similar programs authorized by law.
- Law-enforcement purposes and specialized government functions when the legal requirements are met.
- Coroners, medical examiners, and funeral directors performing duties authorized by law.
- Organ or tissue donation organizations when applicable.
- Research approved or authorized as required by law, including research using de-identified information.
- Judicial or administrative proceedings, subpoenas, discovery requests, or court orders, but only after the applicable federal and state requirements are satisfied.
- Other disclosures specifically permitted or required by applicable law.

5. Special Protections for Mental Health and Substance Use Information

Mental health records and psychotherapy notes

Mental health information may receive additional protection under state law. We will obtain written authorization when required and will disclose only the information permitted by applicable law. Psychotherapy notes are maintained separately when created and are not routinely disclosed for treatment, payment, or operations.



Substance use disorder records protected by 42 CFR Part 2

To the extent GPS creates, receives, or maintains substance use disorder patient records protected by 42 CFR Part 2, we will not use or disclose those records in any civil, criminal, administrative, or legislative investigation or proceeding against you without your written consent or a court order and subpoena that meet Part 2 requirements. Part 2 records remain subject to additional consent, redisclosure, breach-notification, and complaint protections. This conditional language does not mean that GPS is itself a federally assisted Part 2 program.

6. State-Specific Privacy and Access Provisions

The following provisions summarize important state protections for services provided while you are located in the identified state. They are not an exhaustive statement of state law. If a state law is more protective than HIPAA, GPS will follow the state law.

CALIFORNIA

- California law generally permits an adult patient, an authorized minor, or a personal representative to inspect records within five working days after a proper request and to receive copies within 15 days. Records will be provided in the requested form and format when readily producible.
- Fees for patient-requested copies are limited to reasonable, cost-based amounts allowed by law; California law caps ordinary paper-copy charges at \$0.25 per page and microfilm copies at \$0.50 per page, subject to statutory exceptions and no-charge categories.
- Access to mental health records may be limited when a licensed professional determines that direct access would create a substantial risk of significant adverse or detrimental consequences. California law also limits a parent or representative's access to certain minor records and minor-consented services.
- California confidentiality law may require written authorization or impose additional conditions before disclosure of outpatient psychotherapy or other medical information.

NEW YORK

- When New York Public Health Law section 18 applies, a qualified person may request inspection of covered patient information; the opportunity to inspect is generally provided within 10 days, and requested copies are provided within a reasonable time.
- Reasonable paper-copy charges generally may not exceed \$0.75 per page, and access may not be denied solely because of inability to pay. Special no-charge rules may apply to records needed for government-benefit applications or appeals.
- Access may be limited when release can reasonably be expected to cause substantial and identifiable harm, when the material consists of protected personal notes and observations, or when another statutory limitation applies. New York provides a review process for certain access denials.



GODMAN PSYCHOLOGICAL SERVICES, P.C.

Helping you navigate the mind

4231 Balboa Avenue #1256 | San Diego, CA 92117

(619) 785-3665 | info@godmanpsych.com |

godmanpsych.com

- Clinical records governed by the New York Mental Hygiene Law, HIV law, reproductive-health law, or other specialized confidentiality provisions are disclosed only as those laws permit.

FLORIDA

- Florida law treats psychological records as confidential and generally requires written consent for disclosure unless an exception or other law permits or requires disclosure.
- For Florida psychological services, requests for copies or an authorized report are handled within the time required by HIPAA and Florida law, generally no more than 30 days. Reasonable reproduction or report-preparation fees may apply as permitted by law.
- Certain psychologist notes or testing materials may be treated as raw data and may be released only to an appropriately licensed professional or as otherwise required by law. We will explain any lawful limitation and provide available review or alternative access rights.
- Additional confidentiality rules may apply to records governed by Florida mental health or substance use statutes.

VIRGINIA

- Virginia recognizes an individual right of privacy in health records. A request for copies or electronic access should be written, dated, signed, identify the records requested and the recipient, establish the requester's authority, and state the preferred available format.
- GPS will respond within 30 days by providing access or copies, explaining that records do not exist or cannot be found, identifying another custodian when known, or issuing a lawful denial. A written delay notice may permit one additional period of up to 30 days when allowed by law.
- Direct access may be limited when a treating physician, clinical psychologist, clinical social worker, or licensed professional counselor documents that access is reasonably likely to endanger life or physical safety or cause substantial harm to a referenced person. Virginia law provides independent professional-review options for certain denials.
- Virginia law does not create a right of access to psychotherapy notes. Other portions of the health record remain available as required by HIPAA and Virginia law.

7. Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information and to provide this Notice of our legal duties and privacy practices.
- We will notify you promptly following a breach of unsecured protected health information when notification is required by law.
- We will follow the terms of the Notice currently in effect.
- We will not use or disclose your information other than as described in this Notice unless you authorize us in writing. You may revoke an authorization in writing, except to the extent we already acted in reliance on it or another law limits revocation.
- We will apply reasonable safeguards and the minimum-necessary standard when that standard applies. The minimum-necessary rule does not generally apply to disclosures for treatment.



GODMAN PSYCHOLOGICAL SERVICES, P.C.

Helping you navigate the mind

4231 Balboa Avenue #1256 | San Diego, CA 92117

(619) 785-3665 | info@godmanpsych.com |

godmanpsych.com

- We will comply with applicable federal and state laws that provide greater privacy protection.

8. Changes to This Notice

We may change the terms of this Notice, and the revised terms may apply to all information we maintain, including information created or received before the change. The current Notice will be available on request, at each physical office where it applies, and on our website. The Notice will display its effective date.

9. Privacy Questions, Requests, and Complaints

Privacy Contact	Privacy Officer, Godman Psychological Services, P.C.
Mail	4231 Balboa Avenue #1256, San Diego, CA 92117
Telephone	(619) 785-3665
Email	info@godmanpsych.com
Website	godmanpsych.com