

Tracey Wingold, LCSW, LLC
Copy of Notice of Privacy Practices

Thank you for choosing to work with me! It's important for us to set a foundation around our work together so that you have an understanding of the legal and ethical ways that I practice. Thank you also for taking the time to read this document. Please make notes of any questions you have, and we will spend time answering them during your our time together.

The following is a Notice of Privacy Practices, necessary legal information I am required to share with you.

1. You must be 18 or older to participate in online counseling with Tracey Wingold, LCSW, LLC.
2. You agree to participate in counseling with Tracey Wingold, LCSW, and that you reside in the state of Virginia and will be physically located in the state of Virginia during our sessions, to comply with my licensure requirements.
3. You are aware of the fact that the online counseling services are not an exact substitute for a face-to-face examination and/or face-to-face session. There are nuanced differences between online counseling and face to face counseling, and online counseling is not right for everyone.
4. The online venue does not allow for emergency response, therefore if you have a crisis/emergency please call 911 or go to the nearest hospital. If you are thinking about suicide or if you are considering taking actions that may cause harm to you or to others or if you feel that you or any other person may be in any danger or if you have any medical emergency, you must immediately call the emergency service number 911 or the National Suicide Hotline Toll-Free Number at 1-800-273-TALK (8255) or other local suicide hotlines. You acknowledge, confirm and agree that the online platform used to communicate with Tracey Wingold is not designed for use in any of the aforementioned cases and that you must not use the platform in any of the aforementioned cases.
5. You understand that there are potential risks and benefits associated with any form of counseling, and that despite your efforts and mine, your condition may not improve, and in some cases may even get worse. Examples of benefits include but are not limited to improved emotional state, improved relationships, and improved communication skills.
6. Your Protected Health Information (PHI) is protected by state and federal law (HIPAA). This information can only be disclosed with your express permission or as required or permitted by law. It is recommended that you keep this information/communication private and password protected if you copy or store it on your personal electronic device(s). I may

not disclose any personal information without your permission and I must protect and keep your information private. Any electronic device I use to access PHI is password protected to prevent unauthorized access. There are certain conditions in which I may be permitted or required to disclose certain information without your express consent. They are as follows:

- **For Treatment Purposes:** At times I may discuss a case with a professional colleague. In these instances I will omit or change any identifying information. This disclosure is purely to enhance my skill and treatment in a specific situation and is used judiciously. Any colleague is also bound by HIPAA laws. Without Authorization: The following are disclosures that may be required by law in certain circumstances.
- **Abuse and Neglect:** As a mandated reporter, I am required to report suspected abuse or neglect of a child (under 18), disabled person, or elder (65 or older).
- **National Security:** Disclosure as necessary in cases of national security.
- **Public Safety (Duty to Warn):** Disclosure regarding a serious threat of bodily harm or death to an identifiable person(s), as required by law. –
- **Harm to Self or Others:** When a person or property is endangered or threatened by the plans or mental state of a client, the therapist is mandated by law to report such endangerment to authorities. This includes plans or threats to harm self or others. If I feel you are a danger to yourself or someone else, I will need to report this so as to get you the help you need.

7. You have the option to withhold or withdraw consent at any time without affecting the right to future care or treatment nor risking the loss or withdrawal of any program benefits to which you would otherwise be entitled.

8. You will be required to provide your identity in the form of your name, address, email, and phone number as well as a photo ID and an Emergency Contact person in case you need to be reached in an emergency. Your emergency contact information will only be used to contact for emergency and safety reasons.

9. When we begin our work together, you will be given the option to opt-in to receive text messages from me. You can opt out at any time. Please note that text messaging is only used for scheduling needs; no private health information will be shared via text messaging. **No mobile information will be shared with third parties/affiliates for marketing/promotional purposes. All the above categories exclude text messaging originator opt-in data and consent; this information will not be shared with any third parties.**

9. You understand we are using a multimedia platform provided by Secure Video/Zoom. This venue has taken all precautions to protect your privacy and confidential information. The platform depends on various factors such as software, hardware and tool, either our own or those owned and/or operated by our contractors and suppliers.

We do not guarantee that the platform will be uninterrupted or that it will be secure, consistent, timely or error-free. Tracey Wingold is not responsible for communication you choose to use via cell phones, chat, email or fax. Precautions should be used when utilizing these methods of communication. Please also know that any phone calls, emails or text messages that we exchange will become part of your confidential clinical record. You will not hold Tracey Wingold liable for any gathering or use of information by these service providers.

10. In the event that information needs to be shared with a third party such as a medical or mental health professional in order to provide services to the client, a release form will need to be signed by you, the client, and Tracey Wingold, LCSW.

11. Services provided by Tracey Wingold include video, and in some cases phone sessions. The Client understands that the counseling process includes but is not limited to the practice of education, needs assessment, goal setting, accountability, referral to resources, problem solving, skills training, and help with decision making. These services are provided for the purpose of personal and/or professional development.

12. We employ BastionGPT, a sophisticated AI tool, to assist our healthcare professionals with documentation processes. This enables us to enhance the accuracy and efficiency of our record-keeping. We are committed to maintaining the confidentiality and security of your personal information. All data processed by BastionGPT is managed in strict accordance with relevant privacy laws and regulations, ensuring your information remains protected at all times.

12. No video, audio or still photography (screenshots) are permitted at any time without permission from Tracey Wingold. If this policy is violated, therapy may be terminated.

13. Disclaimer: The information and advice provided by Tracey Wingold during sessions is for educational and therapeutic purposes only. Tracey Wingold shall have neither responsibility nor liability to any person or entity with respect to any loss or damage alleged to be caused directly or indirectly by the advice or information provided. In the event that you need more in-depth services outside of the scope that I can provide, you agree to seek face to face counseling or emergency help.

14. If you have questions about your privacy rights or feel that your PHI rights have been violated, you can call or file a complaint with the Virginia Board of Social Work Enforcement Division at 1-800-533-1560 or (804) 367-4691. You can also file a complaint online at <https://www.dhp.virginia.gov/Enforcement/complaints.htm>.