

Igneous Solutions

Michelle S. Albert, LPC, CSOTP, LLC

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Notice of Client Rights

If you do not understand this Notice of Client Rights, speak with Michelle S. Albert, LPC, and it will be explained to you. If you have any questions regarding this notice, it is your responsibility to ask Michelle S. Albert, LPC for clarification or explanation.

Right to request contact location - You have the right to request whether I contact you at your work, home or cell phone number, and whether or not I can leave a message. You also have the right to determine whether or not you wish to allow me to communicate with you via email, and if so, at which address (ex. you may choose not to be contacted at a shared email). You may request that any bills are sent via USPS instead of electronically. USPS bills are subject to a handling fee.

Right to request restrictions - You have the right to request restrictions or certain uses and disclosures of PHI. However, I am not required to agree to the restrictions you request. Any such requests must be received in writing.

Right to inspect and copy - You have the right to inspect or obtain a copy (or both) of PHI in my mental health and billing records used to make decisions about you for as long as the PHI is maintained in the record. Any copies are subject to a copy fee. I may deny your access to PHI under certain circumstances, but in some cases you may have the decision reviewed. You may be denied access to Psychotherapy Notes if I believe that a limitation of access is necessary to protect you from a substantial risk of imminent psychological impairment or to protect you or another individual from a substantial risk of imminent and serious physical injury. I shall notify you or your representative if I do not grant complete access. On your request, I will discuss with you the details of the request and denial process.

Right to add information or amend - You have the right to request an amendment of PHI for as long as PHI is maintained in the record. I may deny your request. If your request is denied you have the right to file a disagreement statement which will be filed in the record. On your request, I will discuss with you the details of the amendment process.

Right to an accounting of disclosures - You have the right to receive an accounting of disclosures of PHI. The following circumstances are exceptions: Disclosure for treatment, payment or healthcare operations; Disclosures pursuant to a signed release; Disclosures made to client; Disclosures for national security or law enforcement. On your request, I will discuss with you the details of the accounting process.

Right to a paper copy of this notice - You have the right to obtain a paper copy of the notice from me upon request even if you have agreed to receive the notice electronically.

Right to complain - If you believe your PHI rights have been violated, you are allowed to complain. You may contact Michelle S. Albert, LPC at 571-238-6762. If you do not receive satisfactory resolution, you may contact the Commonwealth of Virginia Board of Counseling to discuss complaint procedures. You have specific rights under the Privacy Rule. I will not retaliate against you for exercising your right to file a complaint.

Right to receive changes in policy - Privacy policies and practices described in this notice are subject to change. Unless I notify you of such changes however, I am required to abide by the terms currently in effect. If and when the policies and practices are changed, you will be provided with a revised notice of privacy policies and procedures.

I, _____, a client of Michelle S. Albert, LPC, LLC, have received the Commonwealth of Virginia Notice of Privacy Practices. I have been informed that should I have questions regarding this Privacy Policy or do not understand information in this Notice that I may direct these questions to Michelle S. Albert, LPC, PLLC

Client

Date