

Notice of Privacy Practices

Effective February 22, 2026

This notice describes how your personal health information may be used and disclosed and how you can get access to this information. **Please review it carefully.**

Your Rights

You have the right to:

Get a copy of your paper or electronic health record

- You can ask to see or get an electronic or paper copy of your health record and other health information maintained by Nonlinear Counseling, LLC. Ask how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

Request corrections to your paper or electronic health record

- You can ask to correct health information about you that you think is incorrect or incomplete. Ask how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential communication

- You can ask to be contacted in a specific way (for example, home, office, or cell phone) or to send mail to a different address.
- All reasonable requests will be honored.

Ask to limit the sharing of information

- You can ask not to use or share certain health information for treatment, payment, or operations. We are not required to agree to your request, and we may say “no,” for example, if it could affect your care. If we agree to your request, we may still share this information in the event that you need emergency treatment.
- If you pay for service out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

Get a list of anyone who has received your information

- You can ask for a list of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make).

Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If someone has authority to act as your personal representative, such as if someone has your health power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you believe your privacy rights have been violated (see page 4).

Your Choices

You have some choices in the way that information might be shared such as:

- Notifying family, friends, or affected others in emergency situation
- Coordinating with other health services (such as med management or primary care) if applicable

Allowable Uses and Disclosures of Personal Health Information

- Providing services.
- Billing for your services.
- Help with public health and safety issues (such as preventing disease, reporting suspected abuse, neglect, or domestic violence, and preventing or reducing a serious imminent threat to self or others).
- Complying with the law.
- Addressing workers' compensation, law enforcement, and other government requests.
- For special government functions such as military, national security, and presidential protective services.
- Responding to lawsuits and legal actions in response to a court or administrative order, or

in response to a subpoena.

In all cases, to the extent that Nonlinear Counseling, LLC maintains substance use disorder client records, subject to 42 CFR part 2, we cannot use or share information in those records in civil, criminal, administrative, or legislative investigations or proceedings against you without (1) your consent or (2) a court order and a subpoena.

Psychotherapy Notes

Psychotherapy notes are notes recorded by the mental health professional that document or analyze conversation during a counseling session (individual, group, joint, or family) that remain separate from a client's health record. Psychotherapy notes are considered personal notes of the therapist and written permission for release is required for sharing with anyone other than the individual who wrote the notes. See 45 CFR 164.508(a)(2).

Exceptions to privacy of psychotherapy notes include:

- Mandatory reporting of abuse or neglect of a child or dependent adult.
- Mandatory "duty to warn" situations regarding threats of serious and imminent harm.

Nonlinear Counseling, LLC will never:

- Sell or share your information for marketing purposes.
- Share your information for the purpose of research.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described in this notice unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

How to File a Complaint

Option 1: State Board of Social Worker Licensure
Office of Professional and Occupational Regulation
35 State House Station
Augusta, ME 04333-0035
By phone: 207-624-8634
By web: [Office of Professional and Occupational Regulation - Complaint Form:](#)
[Maine Dept. of Professional and Financial Regulation](#)

Option 2: U.S. Department of Health and Human Services
Office for Civil Rights
200 Independence Avenue SW
Washington, DC 20201
By phone: 1-877-696-6775
By web: <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>

There is no retaliation against you for filing a complaint.

Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

Contact

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