

Notice of Privacy Practices

Effective Date: April 23, 2025

Christian Forde Counseling, LLC

Website: <https://christian-forde.clientsecure.me>.

How your information may be used:

This notice describes how medical information about you may be used and disclosed and how you can access this information. Please review it carefully.

Your Rights

- Get a copy of your mental health record
- Correct your record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

Your Choices

You can tell us your choices about what we share. If you have a clear preference for how we share your information, talk to us. In these cases, you have the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a client directory

We never share your information for marketing or selling purposes without your written permission.

Our Uses and Disclosures

We typically use or share your health information in the following ways:

- Treat you: Share with other professionals who are treating you (e.g. if you're seeing a psychiatrist)
- Run our organization: Improve your care and contact you when necessary
- Bill for your services: Send information to your insurance provider for payment

We may also share your information to:

- Prevent or reduce a serious threat to health or safety

- Comply with state or federal law, including with the Department of Health and Human Services (HHS)
- Respond to a court order or subpoena
- Assist in law enforcement activities as required by law

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information (PHI)
- 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
- We will not use or share your information other than as described here unless you tell us we can in writing. If you change your mind, you may revoke your permission at any time

Changes to the Terms of This Notice

We may change the terms of this notice at any time, and the new notice will be effective for all PHI we maintain. The updated notice will be available on our website.

Contact Us

If you have questions or complaints about this notice or how your information is handled, contact:

Christian Forde Counseling, LLC

cfordecounseling@gmail.com

You may also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights.