

## Notice of Privacy Practices

Valor Counseling Center, PLLC

352B Raleigh St. | Holly Springs | NC | 27540

919.762.6522

Effective January 1<sup>st</sup>, 2023

*This notice informs you, the client or guardian of the client, about how your medical information can be used and disclosed in-addition to how you can get access to it if needed.*

Please read this carefully and entirely and save to your records.

Your care and healthcare records are of utmost importance to us at Valor Counseling Center. It is our responsibility to keep all your healthcare records and information private and secure according to HIPPA rules and regulations and the ACA Code of Ethics. Your records include any treatment notes, diagnosis, personal information, billing records, documents, assessments, insurance information, emails containing your information and referrals. In addition, any phone conversations are made privately.

If at any point our Notice of Privacy changes, we will upload a new form online to be downloaded from our website: [www.valorcounselingcenter.com](http://www.valorcounselingcenter.com)

Your protected healthcare information may be released under federal law; however, under certain codes and laws we would be required to obtain your consent to share any information outside of your relationship with your counselor. Examples of release without your consent would include court ordered subpoena or required by law situations, appointment reminders, communication with a close family member in an emergency-like situation, healthcare workers, and law enforcement are some of the examples of these circumstances. In most cases we will always contact you, the client, first to have a release of information signed as needed.

For any person under the age of 18 we are required to share any information we would see as harmful or possible intent to harm to the client's guardian who signed their disclosure statement for counseling services.

By law, you are obligated to any of your healthcare information that we have collected. You may request this information and we will work with you to provide what is needed for situations such as worker's compensation, disability, communication with a doctor, a school note, etc. If for some reason we cannot provide the documentation you are requesting, we will discuss this with you privately.

If at any point you would like to discuss your healthcare personal information you can contact Valor Counseling Center at: 919.762.6522 or [ashley.wright@valorcounselingcenter.com](mailto:ashley.wright@valorcounselingcenter.com) We reserve the right to change anything in this privacy notice letter at any point.

Thank you for choosing Valor Counseling Center, PLLC.