

Notice of Privacy Practices

Effective Date: April 1, 2021

Privacy at a Glance

- Your therapy information is private and protected by HIPAA and New York State law.
- Information is used only for treatment, payment, and health care operations.
- Information is shared without consent only when legally required or to prevent serious harm.
- You may access, request corrections to, and limit sharing of your records.
- You may file a privacy complaint without penalty.

Provider Information

Carrie Corby, LCSW
34 Oxford Road
New Hartford, NY 13413
Phone: 315-407-1774
Secure Client Portal: <https://carrie-corby.clientsecure.me/>

Your Rights and My Duties

This Notice describes how your protected health information (PHI) may be used and disclosed, and how you can access it. As a Licensed Clinical Social Worker, I am required by HIPAA, New York State law, and the NASW Code of Ethics to protect your privacy.

How I May Use and Share Your Information

- Treatment: Providing, coordinating, or managing your care.
- Payment: Billing and collecting payment for services.
- Health Care Operations: Practice management and quality improvement.
- Legal and Safety Requirements: Including child abuse reporting, court orders, audits, law enforcement, workers' compensation, and preventing serious and imminent harm.

Uses Requiring Your Authorization

Written authorization is required before releasing psychotherapy notes (except as permitted by law), using information for marketing, selling information, recording sessions, or allowing third-party observation. Authorization may be revoked in writing.

Your Rights

- Access your records (excluding psychotherapy notes)
- Request corrections
- Request restrictions on sharing
- Request confidential communication methods
- Receive an accounting of disclosures
- Receive a paper or electronic copy of this notice

Questions or Complaints

If you have questions or believe your privacy rights have been violated, you may contact:

Carrie Corby, LCSW
Phone: 315-407-1774
Secure Client Portal: <https://carrie-corby.clientsecure.me/>

You may also contact the New York State Education Department Office of the Professions or the U.S. Department of Health and Human Services Office for Civil Rights. You will not be penalized for filing a complaint.

Updates to This Notice

This Notice may be updated periodically. The most current version will always be available on the practice website and in the office.