

2026 HIPAA Notice of Privacy Practices & Client Rights

HIPAA Notice of Privacy Practices & Client Rights

Hope & Wellness Counseling & Consultation, LLC

Practice Information

Hope & Wellness Counseling & Consultation, LLC
Dawn Wamsley, M.A., LPCC-S

Office Location:

617 Brookhill Lane, Suites 105 & 106
Circleville, OH 43113

Phone: 740-500-0383

Website: www.hopeandwellnesscircleville.com

Effective Date: 04/06/2026

NOTICE OF PRIVACY PRACTICES

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

Our Commitment to Your Privacy

We understand that your health information is personal. We are committed to protecting your Protected Health Information (PHI) and maintaining confidentiality in accordance with federal and state law, including HIPAA.

We are also required by law to provide you with notice of your rights and our legal duties if we create or maintain records protected under 42 C.F.R. Part 2, which governs certain substance use disorder treatment records.

How We Use and Disclose Your Information

We may use and disclose your information for the following purposes:

Treatment

- Providing, coordinating, or managing your care
- Consulting with other professionals when appropriate

Payment

- Verifying insurance coverage
- Submitting claims
- Collecting payment

Healthcare Operations

- Quality improvement
- Supervision and training of clinicians
- Administrative and business operations

If your records are protected under 42 C.F.R. Part 2, certain uses and disclosures permitted under HIPAA for treatment, payment, and healthcare operations may be further limited by federal law. Information disclosed pursuant to these rules may be subject to redisclosure by the recipient and may no longer be protected by federal privacy regulations.

Other Uses Without Your Authorization

We may disclose your information when required by law, including:

- Risk of harm to yourself or others
 - Suspected abuse or neglect
 - Court orders or legal proceedings
 - Public health or safety concerns
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Psychotherapy Notes

We may maintain psychotherapy notes as defined under HIPAA. Any use or disclosure of psychotherapy notes requires your written authorization except when permitted or required by law, including:

For treatment purposes by the treating provider

For supervision or training purposes

For legal defense purposes

For health oversight activities authorized by law

To prevent a serious threat to health or safety

SUD Counseling Notes

Substance Use Disorder (SUD) Counseling Notes

We may maintain Substance Use Disorder (SUD) counseling notes documenting the contents of counseling sessions related to substance use treatment. Any use or disclosure of these notes requires a separate written authorization and may not be combined with authorization for other records.

You may revoke your authorization at any time in writing except to the extent that action has already been taken in reliance upon it.

Supervision & Confidentiality

Services may be provided by Licensed Professional Counselors (LPCs) and Counselor Trainees/Interns under the supervision of a Licensed Professional Clinical Counselor with Supervisory Designation (LPCC-S).

Your case may be reviewed in supervision for the purpose of providing high-quality care. All supervising clinicians adhere to the same confidentiality standards.

Use of Technology & Electronic Systems

We utilize secure electronic systems, including SimplePractice, to manage your health records.

Technology may be used to assist with:

- Documentation
- Scheduling
- Billing

These tools:

- Do not provide therapy
 - Do not make clinical decisions
 - Are HIPAA-compliant
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How Your Records Are Stored

Hope & Wellness Counseling & Consultation, LLC primarily maintains records electronically using a secure, HIPAA-compliant Electronic Health Record system.

Limited physical documents (such as billing-related or administrative records) may be stored at:

617 Brookhill Lane, Suites 105 & 106
Circleville, OH 43113

All records are maintained in accordance with privacy and security standards.

Your Rights

You have the right to:

- Request access to your records
- Request amendments to your records
- Request restrictions on how your information is used
- Request confidential communication methods
- Receive an accounting of disclosures
- File a complaint without retaliation

You have the right to request an accounting of disclosures involving records protected under 42 C.F.R. Part 2, where applicable.

Client Rights

You have the right to:

- Be treated with dignity and respect
 - Participate in decisions about your care
 - Receive clear and understandable information
 - Have your information kept confidential
 - Receive services without discrimination
 - If you pay for services out-of-pocket in full, you may request that information regarding those services not be disclosed to your health insurance plan for payment or healthcare operations purposes.
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Rights for Minor Clients

- Parents/guardians may have access within legal limits
 - Confidentiality will be balanced with clinical judgment
 - Safety concerns will always be disclosed
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Complaints

If you have concerns about your privacy rights, you may contact:

Dawn Wamsley, M.A., LPCC-S
617 Brookhill Lane, Suites 105 & 106
Circleville, OH 43113

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

Changes to This Notice

We reserve the right to update this notice. The most current version will be available upon request.

Acknowledgment of Receipt

By signing below, I acknowledge that I have received and reviewed this Notice of Privacy Practices.

Signature: _____

****Date:**** _____