

# MOVE ME BRIGHTLY

8207 Main Street, Suite #12  
Williamsville, NY 14221  
Phone: 716-503-2855 | Fax: 716-503-2858  
Email: info@movemebrightlytherapy.com

## NOTICE OF PRIVACY PRACTICES

**THIS NOTICE DESCRIBES HOW YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

You may have additional rights under New York State law. If you have questions regarding your rights, you may wish to consult with a licensed attorney.

**Effective Date:** [Insert Date]

## ACKNOWLEDGEMENT OF RECEIPT OF PRIVACY NOTICE

Under the Health Insurance Portability and Accountability Act (“HIPAA”), you have certain rights regarding the use and disclosure of your Protected Health Information (“PHI”).

### I. OUR COMMITMENT TO YOUR PRIVACY

At **Move Me Brightly Therapy Collective**, we understand that your health information is deeply personal. We are committed to protecting your privacy while providing thoughtful, ethical, and high-quality care.

We create and maintain records of the care and services you receive to:

- Provide effective clinical care
- Coordinate services when appropriate
- Comply with legal and ethical obligations

This notice applies to all records created within our practice by our clinicians, including licensed professionals, supervisees, and interns.

We are required by law to:

- Maintain the privacy of your PHI
- Provide you with this notice of our legal duties and privacy practices

- Follow the terms of this notice

We may update this notice at any time. Updated versions will be available in our office and on our website.

## **II. HOW WE MAY USE AND DISCLOSE YOUR INFORMATION**

### **1. Treatment, Payment, and Health Care Operations**

We may use and disclose your PHI without your written authorization for:

- **Treatment:** Coordination of care, consultation with other providers, referrals
- **Payment:** Billing insurance, processing payments
- **Operations:** Practice management, supervision, training, quality improvement

Because we are a **training-oriented group practice**, your information may be discussed in:

- Clinical supervision
- Consultation among clinicians
- Training of graduate interns and LMSWs

All such discussions are conducted in accordance with strict confidentiality standards.

We may also contact you for:

- Appointment reminders
- Billing matters
- Practice-related communications

### **2. Legal Proceedings**

If you are involved in legal proceedings, we may disclose information:

- In response to a court order
- In response to a subpoena or lawful request (when legally permitted)

## **III. USES THAT REQUIRE YOUR WRITTEN AUTHORIZATION**

### **Psychotherapy Notes**

We maintain psychotherapy notes as defined by HIPAA. These notes:

- Are kept separate from your clinical record
- Require your written authorization for most disclosures

Exceptions include:

- Use for your treatment
- Supervision and training
- Legal defense
- Compliance investigations
- Situations required by law

## **Marketing**

We will **never use your information for marketing without your written consent.**

If you choose to provide a testimonial or review:

- You will be asked to sign a HIPAA authorization
- You may revoke this consent at any time

## **Sale of PHI**

We do **not** sell your health information.

## **IV. USES THAT DO NOT REQUIRE AUTHORIZATION**

We may disclose your PHI without authorization when legally permitted, including:

- **Public health and safety concerns**  
(e.g., abuse reporting, preventing serious harm)
- **Health oversight activities**  
(e.g., audits, investigations)
- **Legal and law enforcement purposes**
- **Coroners or medical examiners**
- **Research (with appropriate safeguards)**
- **Workers' compensation claims**
- **Special government functions**
- **Organ and tissue donation requests**

## **V. DISCLOSURES WITH YOUR INPUT**

We may share information with:

- Family members
- Friends

- Others involved in your care

**Only if you give permission** (unless in emergency situations).

## **VI. YOUR RIGHTS**

You have the right to:

### **1. Request Limits on Use of Your Information**

You can ask us to restrict how we use or share your information. We may not always be able to agree.

### **2. Request Confidential Communication**

You can ask us to contact you:

- At a specific phone number
- At a different address

We will honor reasonable requests.

### **3. Access Your Records**

You may:

- Request a copy of your records
- Receive them within 30 days

A reasonable fee may apply.

### **4. Request an Accounting of Disclosures**

You can request a list of disclosures made over the past six years (excluding routine uses).

### **5. Request Corrections**

If you believe your record is inaccurate, you may request a correction. We will respond within 60 days.

### **6. Receive a Copy of This Notice**

You may request:

- A paper copy

- An electronic copy

## **7. Appoint a Representative**

If someone has legal authority (e.g., power of attorney), they may act on your behalf.

## **8. Revoke Authorization**

You may withdraw consent at any time in writing.

## **9. Opt Out of Communications**

You may opt out of non-clinical communications from our practice.

## **10. File a Complaint**

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

- Contact us directly
- Or file with the U.S. Department of Health & Human Services

We will **never retaliate** against you for filing a complaint.

## **VII. SPECIAL NOTE ON SAFETY AND DUTY TO PROTECT**

As mental health providers, we are legally and ethically required to take action if:

- There is risk of serious harm to you or others
- There is suspected abuse or neglect

In these cases, we may disclose information without your consent to ensure safety.

## **VIII. CHANGES TO THIS NOTICE**

We reserve the right to update this notice at any time.

The most current version will always be available:

- In our office
- On our website

## **A NOTE FROM MOVE ME BRIGHTLY**

At Move Me Brightly, we believe that therapy is a space where the unknown can become known—gently, safely, and at your pace. Protecting your privacy is a foundational part of that work.