



Four Pillars Therapy and Coaching

Notice of Privacy Practices

Effective Date: 6/14/23

We are committed to protecting the privacy and confidentiality of your personal health information. This Notice of Privacy Practices describes how we may use and disclose your health information, as well as your rights regarding your health information. Please review this notice carefully.

1. Uses and Disclosures of Health Information

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

- A. . Treatment: We may use and disclose your health information to provide you with appropriate psychotherapy services. This includes sharing information with our staff members involved in your care.
- B. Payment: We may use and disclose your health information for billing and payment purposes, including submitting claims to insurance companies or other third-party payers.
- C. Health Care Operations: We may use and disclose your health information for administrative, operational, and quality improvement purposes.
- D. Required by Law: We may use and disclose your health information when required by federal, state, or local law.
- E. Appointment Reminders and Communication: We may contact you to provide appointment reminders or other treatment-related information.
- F. Authorization: For any other uses and disclosures not described in this notice, we will obtain your written authorization. You may revoke your authorization at any time

2. Your Rights

You have the following rights regarding your health information:

- A. Right to Access: You have the right to request access to your health information. We may charge a reasonable fee for the costs of copying, mailing, or other supplies associated with your request.
- B. Right to Amend: If you believe that your health information is incorrect or incomplete, you may request an amendment. We will respond to your request within a reasonable timeframe.
- C. Right to Restrict Disclosure: You have the right to request restrictions on certain uses and disclosures of your health information. We will consider your request but are not obligated to agree to it.
- D. Right to Request Confidential Communications: You have the right to request that we communicate with you about your health information in a specific way or at a specific location.
- E. Right to a Copy of this Notice: You have the right to obtain a paper or electronic copy of this Notice of Privacy Practices upon request.

3. Our Responsibilities

We are required by law to maintain the privacy and security of your health information. We will:

- A. Protect your health information from unauthorized access, use, or disclosure.
- B. Provide you with a copy of this Notice of Privacy Practices.
- C. Follow the terms of this notice.

4. Complaints

If you believe your privacy rights have been violated, you may file a complaint with our office or with the Secretary of the Department of Health and Human Services. We will not retaliate against you for filing a complaint.

5. Contact Information

If you have any questions or concerns regarding our privacy practices or wish to exercise your rights, please contact:

Four Pillars Therapy and Coaching

1288 Julian Clark Road, Charleston, SC 29412

(843) 640-0215

info@fourpillarstherapy.com

We may revise this Notice of Privacy Practices at any time. The updated notice will be posted in our office and on our website.

Date: 6/14/23