

# Stephanie Hutter, LMHC

Licensed Mental Health Counselor  
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## NOTICE OF PRIVACY PRACTICES

This notice of privacy practices describes how protected health information (PHI) about you may be used and disclosed and how you can gain access to this information. Further, your rights as a client of Stephanie Hutter, LMHC will be outlined below. Please review this notice carefully.

Protected Health Information (PHI) refers to identifying information about you that I have collected from you or received from your healthcare provider(s) or health plan. It may include information about your past, present or future physical or mental health care and payment for your health care services. I am committed to respecting your privacy and confidentiality and will do so in accordance with applicable law and the ACA Code of Ethics. You may request to obtain a copy of this notice at any time.

I may use and disclose your PHI for a variety of reasons pertaining to providing you with the appropriate services and care to meet your individual needs. For a majority of these disclosures, your written authorization to do so will be required. You have the right to revoke a voluntary authorization at any time through writing submitted to Stephanie Hutter, LMHC. Any time that PHI is released, even in the event of full authorization, I will ensure that I disclose only the minimum necessary in order to accomplish the purpose of the disclosure.

I use a HIPAA compliant client portal called Simple Practice for my electronic health record system. All information is encrypted to ensure that your personal health information is not compromised. Simple Practice servers are housed in a secure facility protected by proximity readers, biometric scanners, and security guards 24 hours a day, 7 days a week, 365 days a year.

It is important that you be made aware that certain applicable law and ethical standards not only allow me to but require me to release your PHI without your authorization or opportunity to object. These include disclosures that are related to:

- Applicable law, such as the mandatory reporting of abuse or neglect of any child, disabled person, or elder, or mandatory government agency audits or investigations (e.g., psychology licensing board or the health department);
- Requirement of a Court Order; or,
- The need to prevent or lessen a serious or imminent threat to the health or safety of a person or the public. If information is disclosed to prevent or lessen a serious threat, it will be disclosed to a person or persons reasonably able to prevent or lessen the threat, including the target of the threat.