**Client Privacy Policy for Crossroads to Pathways Counseling**

At Crossroads to Pathways Counseling, we are committed to protecting your privacy and ensuring the confidentiality of your personal and health information. This privacy policy outlines your rights regarding the privacy of your health records, the procedures for accessing your records, and the costs associated with record requests. We adhere to the standards set forth by HIPAA (Health Insurance Portability and Accountability Act) and state regulations to safeguard client information.

 1. Client Privacy and Confidentiality

We value and respect your right to privacy and are dedicated to maintaining the confidentiality of your personal information. Your health information is only accessible to authorized professionals involved in your care or in accordance with federal and state laws. All counseling sessions and records are kept strictly confidential and are not disclosed to any third party without your explicit written consent, except in cases required by law (e.g., duty to warn, mandatory reporting for child or elder abuse, or court orders).

 2. Patient Privilege Rights

You hold the right to privacy and privilege in your therapeutic relationship. This means that your communications with your therapist are confidential and protected. Your health information cannot be disclosed without your consent unless legally mandated by federal or state law. Patient privilege ensures that your therapy records remain private and cannot be shared without your written authorization.

3. Right to Access Records

You have the right to access your health records and request copies of your records as permitted by law. Upon receiving a signed, written request, we will provide you with access to your records in a timely manner. Please note:

Fee for Record Requests:

* For requests up to 50 pages, there is a fee of $50 to retrieve and process the record.
* For requests of 50 pages or more, there is a flat rate of $100 for processing.

\* Record requests may take up to 72 hours to complete. We are committed to providing timely access while ensuring the security of your records.

4. Release of Information (ROI) and HIPAA Standard Disclosure

To maintain the confidentiality and security of your health information, Crossroads to Pathways Counseling requires a \*\*signed Release of Information (ROI)\*\* form to authorize the sharing of your records with third parties. The ROI form specifies the recipient, the information to be disclosed, and the purpose of the disclosure. This form is essential for any non-treatment-related sharing of records, such as for personal use, legal matters, or sharing with other healthcare providers outside our practice.

All disclosures are handled in accordance with \*\*HIPAA standards\*\*, ensuring that your health information is shared responsibly and only as permitted or required by law. Our commitment to these standards ensures that your data is protected, and only the minimum necessary information is disclosed as authorized by you.

5. Additional Client Rights

In addition to access to your records, you also have the following rights:

**Right to Amend:** If you believe that there is an error in your records, you may request an amendment. We will review your request and respond in accordance with HIPAA regulations.

**Right to Confidential Communications**: You may request how and where we communicate with you about your health information (e.g., by mail, phone, or secure email).

**Right to Restrict Disclosures**: You may request a restriction on certain uses or disclosures of your information, though certain restrictions may not be possible due to legal or professional requirements.

*Crossroads to Pathways Counseling is dedicated to upholding the highest standards of privacy and confidentiality. If you have questions or concerns about this policy or your privacy rights, please contact our office for further information. Your mental health and trust are our priorities, and we are here to support you throughout your therapeutic journey*.