

## **Notice of Privacy Practices**

### **Whitmore Counseling & Consultation LLC**

#### **Dr. Teresa Whitmore, PhD, LPC**

This Notice of Privacy Practices describes how medical and mental health information about you may be used and disclosed and how you can access this information. Please review it carefully.

### **Your Rights**

#### **You have the right to:**

- \* Get a copy of your clinical records
- \* Request corrections to your records
- \* Request confidential communication
- \* Ask us to limit certain disclosures
- \* Receive a list of disclosures
- \* Obtain a copy of this notice
- \* File a complaint without fear of retaliation

### **Our Responsibilities**

#### **Whitmore Counseling & Consultation LLC is required by law to:**

- \* Maintain the privacy and security of your protected health information (PHI)
- \* Provide you with this Notice of Privacy Practices
- \* Follow the duties and privacy practices described in this notice
- \* Notify you promptly if a breach occurs that may compromise your information

### **How Your Information May Be Used**

#### **Your information may be used for:**

- \* Treatment and coordination of care
- \* Scheduling and appointment reminders
- \* Insurance billing and payment processing
- \* Healthcare operations and quality assurance

\* Legal or safety-related requirements permitted by law

Information will not be shared for marketing or other non-treatment purposes without your written authorization unless required by law.

### **Electronic Communication & Telehealth**


Telehealth services are provided through HIPAA-compliant platforms. While reasonable safeguards are used, electronic communication may carry some level of risk. Clients are encouraged to participate in sessions from a private and secure location.

### **Complaints**

If you believe your privacy rights have been violated, you may file a complaint with:

Whitmore Counseling & Consultation LLC

Dr. Teressa Whitmore, PhD, LPC

 662-935-0757

 Twhitmore3.tw@gmail.com

You may also file a complaint with the U.S. Department of Health & Human Services. Filing a complaint will not affect your care.

### **Effective Date**

This Notice of Privacy Practices is effective as of May 11, 2026.