



Guided Path Counseling Services, LCSW, PC
Carthage, NY 13619

Notice of Privacy Practices

Effective Date: 4/24/2026

THIS NOTICE DESCRIBES HOW PSYCHOLOGICAL AND MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

I. Our Commitment to Your Privacy

We are required by applicable federal and state law to maintain the privacy of your Protected Health Information (PHI). We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your PHI. We must follow the privacy practices described in this Notice while it is in effect.

II. How We Use and Disclose PHI

We may use or disclose your PHI for the following purposes:

- **Treatment:** To coordinate your care. We may disclose PHI to other healthcare professionals (e.g., your psychiatrist or primary care physician) who are also treating you.
- **Payment:** To bill and collect payment from you or your health insurer.
- **Healthcare Operations:** For internal activities such as quality improvement, clinician peer reviews, and business management.
- **Breach Notification:** In the event of a breach of unsecured PHI, we are required by law (HIPAA and the NY SHIELD Act) to notify you.

III. Special Protections under New York Law

New York law often provides greater protection for mental health records than federal law. We will follow these stricter standards:

- **Court Orders:** Under NY Mental Hygiene Law § 33.13, your records generally cannot be released in response to a subpoena alone. A court order signed by a judge is typically required.
- **Imminent Harm:** We may disclose PHI to law enforcement and potential victims if we determine you present a serious and imminent danger to yourself or others (Duty to Warn).
- **Mandated Reporting:** We are required by NY law to report suspected child abuse or neglect to the New York Statewide Central Register.

IV. Uses and Disclosures Requiring Your Authorization

We must obtain your written authorization for:

- **Most uses and disclosures of psychotherapy notes.**
- **Marketing purposes or the sale of your PHI.**



Guided Path Counseling Services, LCSW, PC
Carthage, NY 13619

- **Any other use not described in this notice. You may revoke an authorization in writing at any time.**

V. Your Rights Regarding Your PHI

- **Right to Inspect and Copy:** You may review your records. In NY, we must respond to a request to inspect within 10 days and a request to copy within 30 days. We may charge a reasonable, cost-based fee (standardly \$0.75 per page), but cannot deny access solely due to an inability to pay.
- **Right to Restrict Disclosures for Self-Pay:** If you pay for a service "out-of-pocket" in full, you have the right to demand that PHI regarding that service not be shared with your health insurance plan.
- **Right to Request Restrictions:** You may ask us to limit how we use or disclose your PHI for treatment, payment, or operations. We are not required to agree to every request.
- **Right to Amend:** If you believe your record is inaccurate, you may request a correction.
- **Right to an Accounting:** You may request a list of certain disclosures we have made of your PHI over the past six years.
- **Confidential Communications:** You may request that we communicate with you via specific means (e.g., a specific email or phone number).

VI. Changes to this Notice

We reserve the right to change this Notice. We will post the new Notice in our office and on our website, and the new terms will apply to all PHI we maintain.

VII. Complaints and Contact Information

If you believe your privacy rights have been violated, you may file a complaint with us or the Secretary of the U.S. Department of Health and Human Services. You will not be penalized for filing a complaint.

Privacy Officer: Brandi McDonald, LCSW / President

Address: 111 Riverside Dr. Carthage, NY 13619

Phone: 315-783-4495