

Corbo Counseling LLC

804 Lincoln Ave
Pompton Lakes, NJ 07442
ray@corbocounseling.com

NOTICE OF PRIVACY PRACTICES

Effective Date: March 12, 2026

THIS NOTICE DESCRIBES HOW YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

I. My Commitment to Your Privacy

Your health information is personal, and I am committed to protecting it. I create a record of the care and services you receive from Corbo Counseling LLC. This record is necessary to provide quality care and to comply with legal requirements. This Notice applies to all records of your care maintained by this practice.

I am required by law to:

- Maintain the privacy of your Protected Health Information (PHI)
- Provide you with this Notice of my legal duties and privacy practices
- Abide by the terms of the Notice currently in effect
- Notify you following a breach of unsecured PHI

Federal law may provide additional protections for certain records related to substance use disorder diagnosis, treatment, or referral for treatment that are protected under 42 C.F.R. Part 2. Where applicable, Corbo Counseling LLC will comply with these additional requirements.

I reserve the right to revise this Notice. Any revision will apply to all PHI I maintain and will be available upon request and on my website.

II. How I May Use and Disclose Your Health Information

Treatment, Payment, and Health Care Operations

Federal privacy regulations allow health care providers to use or disclose PHI without written authorization for purposes of treatment, payment, or health care operations. For example, I may consult with another licensed provider, coordinate care, or make referrals. For treatment purposes, disclosure is not limited to the "minimum necessary" standard, as providers may require complete information to provide appropriate care.

If records maintained by this practice are protected under 42 C.F.R. Part 2, certain uses and disclosures that would otherwise be permitted under HIPAA for treatment, payment, and health care operations may be subject to additional restrictions under federal law.

Required by Law

I may disclose PHI when required to do so by federal or state law.

Public Health and Safety

I may disclose PHI for public health purposes, including reporting suspected abuse or neglect, or preventing or reducing a serious threat to health or safety.

Judicial and Administrative Proceedings

I may disclose PHI in response to a court order, subpoena, or lawful legal process.

For records protected by 42 C.F.R. Part 2, such records may not be used or disclosed in civil, criminal, administrative, or legislative proceedings against a patient unless specifically authorized by the patient or otherwise permitted by

applicable federal law.

Law Enforcement

I may disclose PHI for law enforcement purposes when required or permitted by law.

Health Oversight Activities

I may disclose PHI for oversight activities such as audits, investigations, inspections, and licensure reviews.

Coroners or Medical Examiners

I may disclose PHI to coroners or medical examiners as authorized by law.

Appointment Reminders and Services

I may use and disclose PHI to contact you regarding appointments or to inform you of services offered by this practice.

III. Uses and Disclosures Requiring Your Authorization

Psychotherapy Notes

Psychotherapy notes receive special protection under HIPAA. I may not use or disclose psychotherapy notes without your written authorization except for:

- My use in treating you
- Training or supervision of mental health professionals
- Legal defense in proceedings initiated by you
- Compliance investigations by the Department of Health and Human Services
- Situations required by law
- Preventing or reducing a serious threat to health or safety

Marketing and Sale of PHI

Corbo Counseling LLC does not use PHI for marketing purposes and does not sell PHI.

IV. Uses and Disclosures Where You May Object

I may disclose PHI to a family member, friend, or other person involved in your care or payment for care unless you object.

V. Your Rights Regarding Your PHI

You have the right to:

Request Restrictions - Ask for limits on how PHI is used or disclosed. I am not required to agree to all requests.

Request Confidential Communications - Ask that I contact you in a specific way or at a specific location.

Inspect and Obtain Copies - Access and receive a copy of your medical record (excluding psychotherapy notes and records otherwise exempt from disclosure under applicable law) within 30 days of a written request. A reasonable cost-based fee may apply. If your records are maintained electronically, you may request an electronic copy when feasible.

Request an Accounting of Disclosures - Receive a list of disclosures made in the past six years, excluding those for treatment, payment, or operations. If applicable, you may also request an accounting of disclosures involving records protected under 42 C.F.R. Part 2 as permitted by federal law.

Request Amendment - Request correction of PHI you believe is inaccurate or incomplete. If denied, you will receive a written explanation.

Revocation of Authorization - You may revoke a written authorization previously provided to this practice at any time, except to the extent that action has already been taken in reliance upon the authorization.

Receive a Copy of This Notice - Request a paper or electronic copy at any time.

VI. Complaints

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

Corbo Counseling LLC

804 Lincoln Ave
Pompton Lakes, NJ 07442
ray@corbocounseling.com

You may also file a complaint with the U.S. Department of Health and Human Services:

U.S. Department of Health and Human Services

Office for Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
1-877-696-6775
www.hhs.gov/ocr/privacy/hipaa/complaints/

Filing a complaint will not result in retaliation.

If you have questions about this Notice, please contact Corbo Counseling LLC at ray@corbocounseling.com.