

Notice of Privacy Practices

THE THERAPY COLLECTIVE OF MICHIGAN, PLLC

www.therapycollectivemi.com

EFFECTIVE DATE OF THIS NOTICE: This notice went into effect on **September 17, 2026**

NOTICE OF PRIVACY PRACTICES

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

I. MY PLEDGE REGARDING HEALTH INFORMATION

The Therapy Collective of Michigan, PLLC (TCM) understands that health information about you and your health care is personal. TCM is committed to protecting health information about you, and creates a record of the care and services you receive from your therapist. TCM needs this record to provide you with quality care and to comply with certain legal requirements. This notice applies to all of the records of your care generated by this mental health care practice. This notice will tell you about the ways in which TCM may use and disclose health information about you. It also describes your rights to the health information TCM keeps about you, and describes certain obligations TCM has regarding the use and disclosure of your health information. TCM is required by law to:

- Make sure that protected health information ("PHI") that identifies you is kept private.
- Give you this notice of our legal duties and privacy practices with respect to health information.
- Notify you following a breach of your unsecured PHI.
- Follow the terms of the notice that is currently in effect.

TCM can change the terms of this Notice, and such changes will apply to all information we have about you. The new Notice will be available upon request and will be posted in our office and on our website.

II. HOW TCM MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU

The following categories describe different ways that TCM may use and disclose health information. For each category of uses or disclosures, an explanation of what is meant is provided, as well as some examples. Not every use or disclosure in a category will be listed. However, all of the ways TCM is permitted to use and disclose information will fall within one of the categories.

For Treatment, Payment, or Health Care Operations: Federal privacy rules (regulations) allow health care providers who have a direct treatment relationship with the patient/client to use or disclose the patient/client's personal health information without the patient's written authorization, to carry out the health care provider's own treatment, payment or health care operations. TCM may also disclose your protected health information for the treatment activities of any health care provider. This too can be done without your written authorization. For example, if a clinician were to consult with another licensed health care provider about your condition, we would be permitted to use and disclose your personal health information, which is otherwise confidential, in order to assist the clinician in diagnosis and treatment of your mental health condition.

Disclosures for treatment purposes are not limited to the minimum necessary standard because therapists and other health care providers need access to the full record and/or full and complete information in order to provide quality care. The word "treatment" includes, among other things, the coordination and management of health care providers with a third party, consultations between health care providers, and referrals of a patient for health care from one health care provider to another.

Lawsuits and Disputes: If you are involved in a lawsuit, TCM may disclose health information in response to a court or administrative order. TCM may also disclose health information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

III. CERTAIN USES AND DISCLOSURES REQUIRE YOUR AUTHORIZATION

Psychotherapy Notes. TCM therapists may keep "psychotherapy notes" as that term is defined in 45 CFR §

164.501, and any use or disclosure of such notes requires your Authorization unless the use or disclosure is:

- For our use in treating you.
- For our use in training or supervising mental health practitioners to help them improve their skills in group, joint, family, or individual counseling or therapy.
- For our use in defending ourselves in legal proceedings instituted by you.
- For use by the Secretary of Health and Human Services to investigate our compliance with HIPAA.
- Required by law and the use or disclosure is limited to the requirements of such law.
- Required by law for certain health oversight activities pertaining to the originator of the psychotherapy notes.
- Required by a coroner who is performing duties authorized by law.
- Required to help avert a serious threat to the health and safety of others.

Marketing Purposes. As licensed therapists, TCM will not use or disclose your PHI for marketing purposes.

Sale of PHI. As licensed therapists, TCM will not sell your PHI in the regular course of business.

Your Right to Revoke an Authorization. When you give TCM written Authorization to use or disclose your PHI for any other purpose, you may revoke that Authorization, in writing, at any time. Your revocation will take effect once TCM receives it, except to the extent that TCM has already taken action in reliance on your Authorization.

IV. CERTAIN USES AND DISCLOSURES DO NOT REQUIRE YOUR AUTHORIZATION

Subject to certain limitations in the law, TCM can use and disclose your PHI without your Authorization for the following reasons:

- When disclosure is required by state or federal law, and the use or disclosure complies with and is limited to the relevant requirements of such law.
- For public health activities, including reporting suspected child, elder, or dependent adult abuse, or preventing or reducing a serious threat to anyone's health or safety.
- For health oversight activities, including audits and investigations.
- For judicial and administrative proceedings, including responding to a court or administrative order, although our preference is to obtain an Authorization from you before doing so.
- For law enforcement purposes, including reporting crimes occurring on our premises.
- To coroners or medical examiners, when such individuals are performing duties authorized by law.
- For research purposes, including studying and comparing the mental health of patients who received one form of therapy versus those who received another form of therapy for the same condition.
- Specialized government functions, including ensuring the proper execution of military missions, protecting the President of the United States, conducting intelligence or counter-intelligence operations, or helping to ensure the safety of those working within or housed in correctional institutions.
- For workers' compensation purposes. Although the preference is to obtain an Authorization from you, TCM may provide your PHI in order to comply with workers' compensation laws.
- Appointment reminders and health related benefits or services. TCM may use and disclose your PHI to contact you to remind you that you have an appointment. TCM may also use and disclose your PHI to tell you about treatment alternatives, or other health care services or benefits that are offered.

V. SPECIAL PROTECTION FOR SUBSTANCE USE DISORDER RECORDS (42 CFR PART 2)

TCM is not a federally assisted substance use disorder treatment program as that term is defined under federal law at 42 CFR Part 2. TCM is a general mental health practice, and our records are governed by HIPAA and Michigan law.

There may be times when, with your written consent, TCM receives records about you from a substance use disorder treatment program (for example, if you transfer to TCM from an addiction treatment provider, or if you consent to have such records sent to us to support your care). When TCM receives records that are protected by 42 CFR Part 2, those records, and any information taken from them, keep their special federal protection

even after they reach us. In that situation:

- TCM will not redisclose those records, or information drawn from them, to anyone else without your specific written consent that meets the requirements of 42 CFR Part 2, or unless a specific exception under Part 2 applies.
- Federal law and regulations do not protect any information about a crime committed by a client, either at a substance use disorder program or against any person who works for such a program, or any threat to commit such a crime.
- Federal law and regulations do not protect any information about suspected child abuse or neglect from being reported under Michigan law to appropriate state or local authorities.

If you have questions about how records received from a substance use disorder program are handled, please contact our Privacy Officer using the information at the end of this Notice.

VI. CERTAIN USES AND DISCLOSURES REQUIRE YOU TO HAVE THE OPPORTUNITY TO OBJECT

Disclosures to family, friends, or others. TCM may provide your PHI to a family member, friend, or other person that you indicate is involved in your care or the payment for your health care, unless you object in whole or in part. The opportunity to consent may be obtained retroactively in emergency situations.

VII. YOUR RIGHTS WITH RESPECT TO YOUR PHI

The Right to Request Limits on Uses and Disclosures of Your PHI: You have the right to ask TCM not to use or disclose certain PHI for treatment, payment, or health care operations purposes. TCM is not required to agree to your request, and may say "no" if it is believed that this would affect your health care.

The Right to Request Restrictions for Out-of-Pocket Expenses Paid for In Full: You have the right to request restrictions on disclosures of your PHI to health plans for payment or health care operations purposes if the PHI pertains solely to a health care item or a health care service that you have paid for out-of-pocket in full. TCM is required to honor this request.

The Right to Choose How TCM Sends PHI to You: You have the right to ask TCM to contact you in a specific way (for example, home or office phone) or to send mail to a different address. TCM will agree to all reasonable requests.

The Right to See and Get Copies of Your PHI: Other than "psychotherapy notes," you have the right to get an electronic or paper copy of your medical record and other information we have about you. TCM will provide you with a copy of your record, or a summary of it if you agree to receive a summary, within 30 days of receiving your written request, and may charge a reasonable, cost based fee for doing so.

The Right to Get a List of the Disclosures TCM Has Made: You have the right to request a list of instances in which TCM has disclosed your PHI for purposes other than treatment, payment, or health care operations, or for which you provided us with an Authorization. TCM will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list TCM will give you will include disclosures made in the last six years unless you request a shorter time. TCM will provide the list to you at no charge, but if you make more than one request in the same year, TCM will charge you a reasonable cost based fee for each additional request.

The Right to Correct or Update Your PHI: If you believe that there is a mistake in your PHI, or that a piece of important information is missing from your PHI, you have the right to request that TCM correct the existing information or add the missing information. TCM may say "no" to your request, but will tell you why in writing within 60 days of receiving your request.

The Right to be Notified Following a Breach: You have the right to be notified if TCM, or one of its business associates, discovers a breach of your unsecured PHI. TCM will provide this notification as required by law.

The Right to Get a Paper or Electronic Copy of this Notice: You have the right to get a paper copy of this Notice, and you have the right to get a copy of this Notice by e-mail. Even if you have agreed to receive this Notice via e-mail, you also have the right to request a paper copy of it.

VIII. HOW TO FILE A COMPLAINT

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

To file a complaint with TCM, contact our Privacy Officer using the information in Section IX below.

To file a complaint with the federal government, you may contact the U.S. Department of Health and Human Services, Office for Civil Rights:

- By mail: Centralized Case Management Operations, U.S. Department of Health and Human Services, Office for Civil Rights, 200 Independence Avenue, S.W., Room 509F, HHH Building, Washington, D.C. 20201
- By phone: 1-800-368-1019 (TDD: 1-800-537-7697)
- Online: www.hhs.gov/ocr/privacy/hipaa/complaints/

IX. FOR MORE INFORMATION OR TO EXERCISE YOUR RIGHTS

If you have questions about this Notice, want more information about our privacy practices, or wish to exercise any of the rights described above, please contact our Privacy Officer:

Privacy Officer: Emily Wezner-Stepaniak, LPC, NCC

The Therapy Collective of Michigan, PLLC

13330 Fort Street

Southgate, MI 48195

Phone: **(734-361-1416)**

Email: contact@therapyclollectivemi.com

X. WEBSITE PRIVACY NOTICE

We receive, collect and store any information you enter on our website or provide us in any other way. In addition, we may collect the Internet protocol (IP) address used to connect your computer to the Internet; login; e-mail address; password; computer and connection information and purchase history. We may use software tools to measure and collect session information, including page response times, length of visits to certain pages, page interaction information, and methods used to browse away from the page. We may also collect personally identifiable information (including name, email, password, communications); payment details (including credit card information), comments, feedback, product reviews, recommendations, and personal profile.

When you contact us through our website, as part of the process, we collect personal information you give us such as your name and email address. Your personal information collected online may potentially be used for the following purposes:

- To provide and operate the Services;
- To provide clients with ongoing assistance and support;
- To be able to contact our Visitors and Users with general or personalized service related notices and promotional messages;
- To create aggregated statistical data and other aggregated and/or inferred non-personal information, which we may use to provide and improve our respective services;
- To comply with any applicable laws and regulations.

Our company website is hosted on the Wix.com platform. Wix.com provides us with the online platform that allows us to offer our products and services to you. Your data may be stored through Wix.com's data storage, databases and the general Wix.com applications. They store your data on secure servers behind a firewall.

We may use a tool called "Google Analytics" to collect information about use of this Site, such as how often users visit the Site, what pages they visit when they do so, and what other sites they used prior to coming to this Site. Google Analytics collects only the IP address assigned to you on the date you visit this Site, rather than your name or other identifying information.

Google Analytics plants a permanent cookie on your web browser to identify you as a unique user the next time you visit this Site. This cookie cannot be used by anyone but Google, Inc. The information generated by the cookie will be transmitted to and stored by Google on servers in the United States.

We use the information received from Google Analytics only to improve services on this Site. We do not combine the information collected through the use of Google Analytics with personally identifiable information.

Google's ability to use and share information collected by Google Analytics about your visits to this Site is restricted by the Google Privacy Policy at <http://www.google.com/policies/privacy>. You can prevent Google Analytics from recognizing you on return visits to this Site by disabling the Google Analytics cookie on your browser.

If you do not want us to process your data anymore, please contact us at contact@therapycollectivemi.com.

We reserve the right to modify this privacy policy at any time, so please review it frequently. Changes and clarifications will take effect immediately upon their posting on the website. If we make material changes to this policy, we will notify you here that it has been updated, so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we use and/or disclose it.

Acknowledgement of Receipt of Privacy Notice

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), you have certain rights regarding the use and disclosure of your protected health information. By checking the box below, you are acknowledging that you have received a copy of the HIPAA Notice of Privacy Practices.

BY SIGNING BELOW I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.