

Therapy With Tomi
PO Box 2023
Anacortes, WA 98221
(805) 859-4874
Tomi@therapywithtomi.com
therapywithtomi.com

Notice of Privacy Policy

Effective Date: March 15, 2024

This Notice of Privacy Policy describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Our Commitment to Your Privacy:

Therapy With Tomi is committed to maintaining the privacy and confidentiality of your personal and health information. We are dedicated to ensuring that your privacy is protected and that your personal information is kept secure. This Notice of Privacy Policy outlines our practices concerning the collection, use, and disclosure of your information.

Information We Collect:

In the course of providing mental health therapy services, we may collect the following types of information:

- **Personal Information:** This may include your name, address, date of birth, contact information, insurance information, and emergency contacts.
- **Health Information:** This includes information about your physical or mental health condition, medical history, treatment received, and other health-related information disclosed during therapy sessions.
- **Communications:** We may collect information from communications between you and our therapists, including emails, phone calls, or messages exchanged during therapy sessions.

How We Use Your Information:

We may use your personal and health information for the following purposes:

- **Providing Therapy Services:** We use your information to provide mental health therapy services, including assessment, diagnosis, and treatment planning.
- **Communication:** We may use your information to communicate with you about your appointments, treatment plan, and other relevant information.

- **Billing and Insurance:** We use your information for billing and insurance purposes, including submitting claims and verifying coverage. (Not applicable if you are paying out of a health savings account.)
- **Legal Compliance:** We may use and disclose your information as required by law, such as in response to a court order or legal process.
- **Research and Training:** With your consent, we may use your information for research or training purposes, provided that your identity remains confidential.

How We Disclose Your Information:

We may disclose your information in the following circumstances:

- **With Your Consent:** We may disclose your information with your written consent or authorization.
- **Treatment Providers:** We may disclose your information to other healthcare providers involved in your treatment, such as psychiatrists or primary care physicians.
- **Legal Requirements:** We may disclose your information as required by law, such as in response to a court order, subpoena, or other legal process.
- **Emergencies:** In situations involving a threat to your safety or the safety of others, we may disclose your information to appropriate authorities. Only the minimum amount of information necessary will be disclosed.

Your Rights Regarding Your Information:

You have certain rights regarding your personal and health information, including the right to:

- **Access:** You have the right to access and obtain a copy of your medical records and information we maintain about you.
- **Amendment:** You may request that we amend or correct inaccurate or incomplete information in your records.
- **Restriction:** You have the right to request restrictions on how your information is used and disclosed.
- **Confidential Communications:** You may request to receive confidential communications of your information by alternative means or at alternative locations.
- **Complaints:** If you believe your privacy rights have been violated, you have the right to file a complaint with our practice or with the appropriate regulatory authority.

Our Contact Information:

If you have any questions or concerns about our privacy practices or this Notice of Privacy Policy, please contact us.

Changes to this Notice:

We reserve the right to update or revise this Notice of Privacy Policy at any time. Any changes will be effective immediately upon posting the updated Notice on our website or providing you with a copy. We encourage you to review this Notice periodically for any changes.

Thank you for choosing Therapy With Tomi. We are committed to safeguarding your privacy and providing you with quality mental health therapy services.

Sincerely,

Thomas Darryl Stewart, LCSW#79009(CA), LICSW#61369826 (WA)