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Notice of Privacy Practices

Effective Date: April 8, 2026

This notice describes how your health information may be used and disclosed, and how you can access that information. Please review it carefully.

My Commitment to Your Privacy

Your health information is personal, and I am committed to protecting it. I create a record of your care to provide quality services and meet legal requirements.

I am required by law to:

- Keep your protected health information (PHI) private
- Provide you with this notice of my legal duties and privacy practices
- Follow the terms of this notice

I may update this notice at any time. The most current version will be available upon request and through the client portal.

How Your Information May Be Used and Disclosed

I may use and disclose your information without your written authorization for:

Treatment, Payment, and Health Care Operations

Providing therapy, coordinating care, consulting with other providers, and processing payments.

Legal Requirements

When required by law or in response to a court order or legal process.

Public Health and Safety

Reporting abuse, neglect, or threats of serious harm.

Health Oversight Activities

Audits, investigations, or licensing reviews.

Appointments and Services

Contacting you about appointments or services related to your care.

Uses That Require Authorization

I will obtain your written permission for:

- Use or disclosure of psychotherapy notes (with limited exceptions)
 - Any use of your information for marketing
 - Sale of your information (which I do not engage in)
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Communication, Technology, and Payment

Electronic Communication

I may contact you via phone, text, or email for scheduling and administrative purposes. These methods are not completely secure.

Telehealth

If telehealth is used, I utilize secure platforms; however, there are inherent risks with electronic communication.

Payment Processing

I use third-party services, including IVY Pay, to process payments. These services maintain their own privacy practices.

Your Rights

You have the right to:

- Request limits on how your information is used or shared
 - Request confidential communication methods
 - Access and receive copies of your records (excluding psychotherapy notes)
 - Request corrections to your information
 - Receive a list of certain disclosures
 - Receive a copy of this notice
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Questions or Complaints

If you have questions or concerns about your privacy, you may contact:

Stephanie Altomonte, MA, LPC, NCC
412-343-1009

You also have the right to file a complaint with the U.S. Department of Health and Human Services.