

Alison Squire MS, LPC, PLLC Notice of Privacy Practices

Oklahoma law requires that I inform you about my professional training, orientation / techniques, experience, fees and credentials.

I am licensed to practice my profession by the Oklahoma State Department of Oklahoma. I am a Licensed Professional Counselor (LPC). My license number is 4970.

The licensing website is <http://pcl.health.ok.gov> where you can access the law and regulations which govern my license. I will furnish you with printed materials about the requirements of my licensure if you so desire. You may contact (without giving your name), the Professional Counselor Licensing Division at:

Oklahoma State Department of Health Protective Health Services
Professional Counselor Licensing – 0504
1000 NE 10th Street
Oklahoma City, OK 73117-1299
Telephone: (405) 271-6030
Fax: (405) 271-1918

Court: Alison Squire MS, LPC will not testify or provide information for court proceedings unless ordered by the court. Alison Squire MS, LPC will not make any recommendations to anyone regarding child custody cases. By signing this form you agree to not subpoena Alison Squire MS, LPC to appear in court under any circumstances.

Confidentiality: Confidentiality is a very important aspect of trust between therapist and client. According to Oklahoma state law, confidentiality and privileged communication generally remain rights of all clients of behavioral health practitioners. However, pursuant to various Oklahoma law, Alison Squire MS, LPC IS required to disclose confidential information if any of the following conditions exist:

1. You are a danger to yourself or others.
2. Your therapist was appointed by the courts to evaluate you.
3. You are a minor/vulnerable adult and your therapist reasonably suspects you are a victim of child abuse/neglect.
4. Your therapist reasonably suspects you have committed child abuse/neglect.
5. You waive your right to privilege or give consent to limited disclosure by your therapist, either in writing or in court testimony.
6. When a release of information and/or records is ordered by a court of law.
7. When a release of information is subpoenaed by supervising government agencies in connection with an investigation, public hearing, health oversight activities or other proceeding.

8. With your written consent, your insurance company or paying entity requests to review all relevant records.

Duty to Warn: Should Alison Squire MS, LPC believe a client has intent to harm himself and/or someone else, such information will be shared with:

- The person who is likely to be the victim of potential harm, or
- The family/guardian of the client who intends to harm himself.
- If the potential victim is a minor, the possible threat will be shared with his/her parent/guardian.

If for some reason notification of the intended victim is not possible, the practitioner must, by law, do the following:

- Notify a law enforcement agency in the vicinity where the client or potential victim resides;
- Take reasonable steps to initiate proceedings for voluntary or involuntary hospitalization, if appropriate;
- Take any other precautions that a reasonable and prudent mental health provider would take under the circumstances

Alison Squire MS, LPC submits insurance claims electronically and in writing and also utilizes the services of professionals for accounting, book keeping and technology support purposes. This includes cloud based practice management software. Therapy notes, billing, and scheduling are done on a secure online service. HIPPA regulations are followed to maintain confidentiality within the parameters of typical business functions.

Consultation with other professionals may be required to ensure a high quality of service to you. In the event that Alison Squire MS, LPC discusses your case with another professional, no identifying information will be used unless prior authorization has been given by the client.

In an attempt to maintain your confidentiality, I will not acknowledge you in any way if we were to run into each other outside of my office. If you would like to address me in this instance, you may and I will respond in kind. However, I will not speak with you about any therapeutic issues outside of my office.

Communication: Technological forms of communication including email, texting, and social networking are not confidential methods of contacting one's therapist. If you choose to contact your therapist using these methods, it should be with the understanding that your confidentiality cannot be 100% protected. If you have any further questions regarding confidentiality and limits, please ask Alison Squire MS, LPC.

Minors and Parents: Clients under 18 years of age who are not emancipated from their parents should be aware that the law may allow parents to examine their child's treatment records. Because privacy in psychotherapy is often crucial to successful

progress, it is the policy of Alison J Squire MS, LPC that parents/guardians consent to give up their access to their child's records. Alison J Squire MS, LPC will provide parents/guardians with general information about the progress of the child's treatment, and his/her attendance at scheduled sessions. Any other communication will require the child's authorization, unless Alison J Squire MS, LPC believes that the child is in danger or is a danger to someone else, in which case Alison J Squire MS, LPC will notify the parents of our concern. Before giving parents any information, Alison J Squire MS, LPC will discuss the matter with the child, if possible, and do our best to handle any objections he/she may have. Alison J Squire MS, LPC reserves the right to refuse to provide services to a child if a parent will not agree to accept these conditions.

Termination of Services: I understand that consent for treatment is voluntary and that I may withdraw from counseling at any time and for any reason. I also understand that Alison Squire MS, LPC reserve the right to terminate treatment at any time and for any reason. Alison Squire MS, LPC agree to make applicable referrals as necessary at the time of termination.

Collection of Fees and Account Balances: Alison J Squire MS, LPC retains the right to take any reasonable means to collect on account balances over 60 days overdue including collections services and any and all legal options available.