



ENERGY WELLNESS NOW

WITH SUSAN SHANLEY

Notice of Privacy Practices

As your energy wellness coach, I keep brief records on each session, primarily noting the date of the session, practices employed, and progress or obstacles observed as they relate to your goals in working with me. I will maintain your records for at least five years after our last contact, after which time I may securely dispose of them.

All clients have the right to the following: (1) to access their information; (2) to request that their information be amended; (3) to request that the use of their information be restricted; (4) to request alternative means of communications; and (5) to make a formal complaint about an entity's information protection procedures.

With the exception of special situations described below, you have the right to the confidentiality of your sessions. Without your prior permission, I cannot and will not share with anyone else what you have shared with me, or even that you are or have been a client.

If you elect to communicate with me by email at some point during our work together, please be aware that email is not secure and, therefore, its confidentiality cannot be guaranteed. I do not communicate any private or confidential information through email.

Under the provisions of the Health Care Information Act of 1992, under certain circumstances, I have the right to speak to another health care provider or a member of your family about you without your prior consent, but I will not do so unless the situation is an emergency. I will always act to the best of my ability to protect your privacy.

You may direct me to share information with whomever you choose, and you have the right to change your mind and revoke that permission at any time. Also, please be aware that you may invite another person or persons to attend sessions with you.

The following are exceptions to your right to confidentiality:

- There are some situations in which I am legally obligated to take action to protect others from harm. For example, if I believe that a child, an elderly person, or a disabled person is being abused, I must file a report with the appropriate state or local agency.
- If I believe that a client is threatening serious bodily harm to another, I am required by law to take protective actions. These actions may include notifying the potential victim, contacting the police, or seeking hospitalization for the client.
- If I believe that you are in imminent danger of harming yourself, I am legally obligated to break confidentiality and contact the police, a local crisis team, or a family member or other intimates.

- I may occasionally find it helpful to consult other professionals about a client. During a consultation, I make every effort to protect the identity of the client. The consultant is also bound by my agreement with them to keep the information confidential. If you don't object, I will not inform you about these consultations unless I feel that it is important to our work together.
- Your signature below indicates that you have read the information in this document, understand it fully, have discussed any questions or matters of concern with me and/or others, and agree to abide by its terms during our professional relationship.

Name (Print)

Signature

Date

Susan V. Shanley, MSW
Energy Wellness Now, LLC