



Notice of Privacy Practices

Laurel Creek Counseling LLP · Effective October 17, 2026

THIS NOTICE DESCRIBES HOW MEDICAL AND BEHAVIORAL HEALTH INFORMATION ABOUT YOU OR YOUR CHILD MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Our duties

We are required by law to keep your protected health information private. In this notice, "you" means the child or young adult we serve and, where the law allows, their parent or legal guardian.

- We must give you this notice of our legal duties and privacy practices, and follow the notice currently in effect.
- We must tell you promptly if a breach occurs that may have compromised the privacy or security of your information.
- We will not use or share your information other than as described here unless you tell us we can in writing. You can change your mind at any time by telling us in writing.

How we use and share your information

We use and share information as needed to provide Intensive Behavioral Health Services (IBHS), get paid for them and run our practice.

- **Treatment.** Your child's IBHS team (Behavior Consultant, Mobile Therapist and Behavioral Health Technician) shares information to build and carry out one written treatment plan. With your consent where the law requires it, we may coordinate with other providers, such as the clinician who wrote the order for services.
- **Payment.** IBHS is covered by Pennsylvania Medical Assistance. We share information with the Department of Human Services and Community Care Behavioral Health (CCBH), the managed care organization, to get services approved and paid.
- **Health care operations.** We use information to run our practice and improve care, for example to train and supervise staff, review quality and meet licensing and audit requirements.
- **Business associates.** We may share information with companies that perform services for us, such as records or billing systems. They must sign a contract agreeing to protect it.

Other uses and sharing allowed or required by law

We may share information without your written permission in these situations, and only as the law allows:

- **When required by law**, including federal or state law.

- **Child abuse or neglect.** Our staff are mandated reporters and must report suspected abuse or neglect to ChildLine or other authorities.
- **Serious threat to health or safety,** to prevent or lessen a serious and imminent threat to you or others.
- **Health oversight,** for audits, inspections and licensing by agencies such as the Department of Human Services.
- **Lawsuits and legal actions,** in response to a court order. Pennsylvania law gives behavioral health records extra protection, so a subpoena alone is generally not enough.
- **Public health and safety,** such as reporting certain diseases or preventing disease.
- **Law enforcement and special government functions,** only where the law requires it.
- **Coroners and medical examiners,** as the law allows.
- **Research,** only with approvals and protections the law requires.

In a crisis or emergency, call or text **988**, or call **911**. Laurel Creek is not a crisis service.

Uses that need your written permission

We will ask for your written authorization before we:

- Share information with anyone not covered in this notice, such as a school, another family member or an attorney.
- Use or share psychotherapy notes, except in the limited cases the law allows.
- Use your information for marketing.
- Sell your information. We never do this.

You can take back an authorization at any time by telling us in writing. That stops future sharing, but not sharing we already did while it was in effect.

Extra protections under Pennsylvania law

Pennsylvania law protects behavioral and mental health records more strictly than HIPAA alone. When state law is stricter, we follow state law. In general, this means we share behavioral health records only with your written consent or where a specific law allows it.

- **Minors.** Pennsylvania law gives young people aged 14 and older certain rights to consent to their own mental health treatment and to control the release of related records. Parents and guardians generally make these decisions for children under 14. We will explain who can sign for your child's records when you start services.
- **Young adults 18 to 21** make their own decisions about their records.
- **Other specially protected information,** such as HIV-related or drug and alcohol treatment information, is shared only as the specific laws for that information allow.

Your rights

To use any of these rights, call (570) 522-1080 or write to our Privacy Officer at the address above.

- **See or get a copy** of your records, on paper or electronically. We will respond within 30 days and may charge a reasonable, cost-based fee.

- **Ask us to correct** information you think is wrong or incomplete. We may say no, but will tell you why in writing within 60 days.
- **Ask for confidential communications**, such as calling a different number or mailing to a different address. We will say yes to reasonable requests.
- **Ask us to limit** what we use or share. We are not required to agree, except that if you pay for a service fully out of pocket, you can ask us not to share it with your health plan.
- **Get a list of disclosures** we made in the six years before your request, with some exceptions such as treatment and payment. One list a year is free.
- **Get a paper copy of this notice** at any time, even if you agreed to get it electronically.
- **Choose someone to act for you**, such as a legal guardian or someone with power of attorney. We will check they have the authority first.

Changes, questions and complaints

We can change this notice, and the changes will apply to all information we have about you. The new notice will be on our website and at our office, and you can ask for a copy.

Questions: Privacy Officer: Sherri Benfer, Laurel Creek Counseling, 815 Market Street, Suite 3, Lewisburg, PA 17837 · (570) 522-1080 · privacy@laurelcreekcounseling.com

Complaints: If you believe your privacy rights were violated, you can complain to us using the contact details above, or to the U.S. Department of Health and Human Services, Office for Civil Rights, 200 Independence Avenue SW, Washington, DC 20201, 1-800-368-1019, or online at hhs.gov/ocr/complaints. We will not retaliate against you for filing a complaint.

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