



CLAIRE MCINTYRE, L.M.F.T. ◇

LICENSED MARRIAGE & FAMILY THERAPIST

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PRIVACY NOTICE

It is my goal to protect your privacy and confidentiality as much as possible. No information about you will be provided to any person outside of my office staff without your authorization.

There are some limits you should be aware of in my ability to protect your privacy and confidentiality. First, if in the judgment of myself or your psychiatrist we believe you are at risk of endangering yourself or others, we are required by law to take appropriate action, which might include informing others of the danger, to try to prevent harm to yourself or others. Second, if I believe child abuse or elder abuse is occurring, I am required by law to report such abuse to the relevant state authorities. Third, I may be required by court order to report on or provide records of your treatment. Fourth, if you sign a general authorization to release information to some entity, for example, to your health insurance carrier, I am required to release the information they requested to them. This often includes my records of your diagnosis and treatment, and other detailed reports about you that they may ask me to fill out.

My practice has many clients; therefore it is likely that you will encounter some people you know over the course of your treatment. Of course, no information about you would be given to any other client, but the fact that you are my client would be apparent.

It is therefore unlikely that any meaningful part of your sessions would be overheard. However, if any therapy communications became loud or intense, portions of such communications might be heard outside of my office.

According to federal law, therapists, without authorization, may share information about clients with students, trainees and people they supervise. However, I almost always attempt to share this information in such a way that the client being discussed is not easily identified.

In many instances it becomes necessary for me to contact a client by mail, phone, fax or email. I will do so using only addresses and phone numbers that you provide to

use for such purposes. I may also leave messages for you on your answering machines, voicemail or occasionally with family members, secretaries or other people that may answer your phone for you. If you do not want me to contact you at any particular telephone number or address, DO NOT GIVE ME that telephone number or address. If you have already given me addresses or phone numbers you do not want us to use, please write me a note withdrawing your authorization of the use of the relevant telephone numbers or addresses. When I do leave messages, of course, I will always try to be as discreet as possible.

Client paperwork of all kinds exists around the office, often with the client's name on the paperwork. I will do my best to see that client names and information are not exposed to anyone but relevant staff, e.g. However, there are bound to be some instances where names and minimal data might be exposed to non-authorized personnel and my clients need to accept this limitation, which I will try to keep to a minimum.

I, the client, have read, understood and accept the privacy and confidentiality conditions stated in this privacy notice. I have asked and received acceptable answers to any questions or concerns I have had.

Client Signature

Date