

The Vine Pastoral Counseling Center, Inc.
333 Franklin Street Suite 300 Huntsville, AL 35801 (256) 270-7399

CLIENT NOTICE OF PRIVACY PRACTICES

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

Effective Date: February 16, 2026

The Vine Pastoral Counseling Center (The Vine) is committed to maintaining your privacy related to your Protected Health Information (PHI). We understand that your information that you share with us is shared in trust, and we will keep it with utmost attention to detail to maintain the highest ethical standards of the counseling profession. The Vine is dedicated to maintaining the confidentiality of the individuals we serve and the records we keep. We will only release healthcare information about you in accordance with federal and state laws. This notice describes our policies related to how we may use and disclose your PHI in accordance with applicable law, including the Health Insurance Portability and Accountability Act ("HIPAA"), and regulations promulgated under HIPAA.

Our Commitment to Privacy

We are required by law to maintain the privacy and security of your protected health information (PHI) in your mental health treatment, records and billing.

How We May Use and Disclose Your Health Information:

The following categories describe different ways we may use and disclose health information.

For Treatment: Your PHI may be disclosed to anyone on our staff involved in your treatment and the oversight of your direct care. Your PHI will be shared beyond The Vine to coordinate your care and for referral purposes with your authorization only.

For Payment: We may use and disclose your PHI to bill and collect payment for insurance companies or other entities.

For Health Care Operations: We may share your PHI with our staff involved in health care operations. Examples of these include but are not limited to the following: evaluating the effectiveness of our staff, supervising our staff, improving the quality of our services, compliance and business functions conducted by The Vine or those conducted by those with whom The Vine has an official Business Associates Agreement.

For Lawsuits and Disputes: If you are involved in a lawsuit or a dispute, we may disclose health information about you in response to a court or administrative order. We may also disclose health information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, or to defend our practice against a complaint or lawsuit.

As Required by Law: We will disclose information when required to do so by Federal, State, or Local law.

To Avert Serious Threat to Health and Safety: We may disclose information to prevent or lessen a serious and imminent threat as required by law.

Child or Elder Abuse or Neglect: We may disclose information to appropriate authorities as required by law.

Professional Consultation and Supervision: Information may be shared for consultation, training or supervision purposes beyond The Vine, but identifying information will not be included.

YOUR RIGHTS:

You have the right to make a request in writing to:

- Get a copy of your health records.
- Ask us to correct your health records.
- Request confidential communications.
- Ask us to limit what we use or share.
- Get a list of disclosures.
- Get a copy of this Notice of Privacy Practices (verbal only required).
- Choose someone to act for you.

YOUR RIGHTS RELATED TO SUBSTANCE ABUSE DISORDER (SUD):

The Vine complies with 42 CFR Part 2 and HIPAA regulations. Your records indicating treatment for a substance use disorder are protected by Federal law, and cannot be disclosed or used against you in legal proceedings without your written consent, except in specific emergency or court-ordered situations. Once your SUD information is disclosed pursuant to your authorization, it may be subject to redisclosure by the recipient and may no longer be protected by federal confidentiality laws. You understand that your consent is voluntary and you may revoke this consent in writing at any time, except to the extent that we have already acted in reliance on it. If our records indicate you have received treatment for a substance use disorder, we will not use your contact information for fundraising purposes unless you provide written consent.

Electronic Communications and Telehealth:

We may communicate with you electronically, with your authorization, to provide services via telehealth platforms. While we take reasonable steps to protect your information, electronic communications may involve some risk.

Our Responsibilities:

We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.

We must follow the duties and privacy practices described in this notice and give you a copy of it.

We will not use or share your information other than as described here unless you tell us we can in writing.

Changes to This Notice:

We reserve the right to change the terms of this Notice and make the new notice apply to all information we maintain. The revised notice will be available upon request and on our website.

Complaints:

If you believe your privacy rights have been violated, you may file a complaint with us or with the U. S. Department of Health and Human Services. You will not be retaliated against for filing a complaint.

Contact Information:

The Vine Pastoral Counseling Center, Inc.
333 Franklin St., Suite 300
Huntsville AL 35801
Privacy Officers: Jack Ragland or Laura Frederick
256-270-7399