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NOTICE OF PRIVACY PRACTICES

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

This notice applies to the health information practices of Steven Wong, Ph.D. PLLC ("this practice," "I," or "me"). By law, I am required to maintain the privacy of your Protected Health Information (PHI), to give you this notice describing my legal duties and privacy practices, and to abide by the terms currently in effect. Where Virginia law protects your information more strictly than federal law (HIPAA), I follow Virginia law.

I. Uses and Disclosures for Treatment, Payment, and Health Care Operations

I may use or disclose your PHI without a separate written authorization for purposes of treatment, payment, and health care operations. To clarify these terms:

- "Use" refers to activities within this practice, such as sharing, applying, or reviewing information that identifies you.
- "Disclosure" refers to releasing, transferring, or providing access to your information to parties outside this practice.
- "Treatment" is when I provide, coordinate, or manage your care, such as consulting with your physician or another mental health professional.
- "Payment" refers to activities to obtain reimbursement for your care, such as disclosing PHI to your health insurer to bill for services or verify coverage.
- "Health Care Operations" are activities related to running this practice, such as quality assessment, billing audits, and care coordination.

II. Other Uses and Disclosures Requiring Authorization

For any use or disclosure of PHI outside of treatment, payment, or health care operations, and not otherwise described in Section III, I will obtain your written authorization before releasing the information. In particular, your written authorization is required for:

- **Psychotherapy Notes** — notes I may keep about the content of our sessions, kept separate from the rest of your record and given a higher level of protection than the rest of your PHI;
- **Marketing** — any use or disclosure of your PHI for marketing purposes; and
- **Sale of PHI** — any disclosure that would constitute a sale of your PHI. I do not sell PHI.

You may revoke a prior authorization at any time, in writing, except to the extent I have already relied on it, or where the authorization was obtained as a condition of obtaining insurance coverage and law gives the insurer the right to contest a claim under the policy.

III. Uses and Disclosures Without Authorization

Virginia and federal law permit or require me to use or disclose PHI without your authorization in the following circumstances. In each case I disclose only the information that is necessary.

Child Abuse or Neglect

If, in my professional capacity, I have reason to suspect that a child (a person under 18 years of age) is abused or neglected, Virginia law requires me to report this to the local Department of Social Services or the Virginia child abuse and neglect hotline as soon as possible, and no later than 24 hours after forming that suspicion (Va. Code §§ 63.2-100, 63.2-1509).

Abuse, Neglect, or Exploitation of Older or Incapacitated Adults

If I have reason to suspect that an adult age 60 or older, or an incapacitated adult age 18 or older, is being abused, neglected, or exploited, Virginia law requires me to report this immediately to Adult Protective Services (Va. Code §§ 63.2-1603, 63.2-1606).

Health Oversight Activities

If the Virginia Board of Psychology or another health oversight agency is investigating my practice, I may be required to disclose PHI to that agency. The Board of Psychology may be reached at 9960 Mayland Drive, Suite 300, Henrico, VA 23233, (804) 367-4697.

Judicial and Administrative Proceedings

If you are involved in a civil court proceeding and information about the services I provided you is requested, that information is generally privileged under Virginia law (Va. Code § 8.01-400.2), and I will not release it without your written authorization or a court order, except where your physical or mental condition is at issue in the proceeding or where a court, in the exercise of sound discretion, orders disclosure. If I receive a subpoena for your records, I will not release them unless you authorize it or the procedures required by Virginia law have been followed, including notice to you and an opportunity to object (Va. Code § 32.1-127.1:03(H)). The privilege does not apply to matters involving child abuse or neglect, and does not relieve me of the reporting duty described above. If you are being evaluated for a third party or the evaluation is court-ordered, I will inform you of this in advance.

Serious Threat to Health or Safety

Under Virginia's duty-to-protect statute (Va. Code § 54.1-2400.1), if you communicate a specific and immediate threat to cause serious bodily injury or death to an identified or readily identifiable person, and I believe you have the intent and ability to carry out that threat immediately or imminently, I am required to take protective action. That may include warning the potential victim (or their parent or guardian if the victim is a minor), notifying law enforcement, or seeking hospitalization, and may involve disclosing PHI. I may also disclose PHI when necessary to prevent or lessen a serious and imminent threat to your own safety.

Workers' Compensation

If I am treating you for a workers' compensation claim, I may be required to provide progress reports, treatment records, and bills to you, your employer, your employer's insurer, or the Virginia Workers' Compensation Commission, or their representatives, upon request.

Public Health

I may disclose PHI to public health authorities when required by law, for example to report certain communicable diseases.

Law Enforcement

I may disclose PHI to law enforcement officials only as permitted by both federal and Virginia law, such as in response to a search warrant or court order.

Coroners and Medical Examiners

I may disclose PHI to a medical examiner as authorized by law, for example to identify a deceased person or to determine a cause of death.

Specialized Government Functions

Under limited circumstances permitted by federal law, I may disclose PHI of members of the armed forces to appropriate military command authorities, or disclose PHI for national security, intelligence, or protective services activities authorized by law.

Research

I will use or disclose PHI for research only with your written authorization, or where an institutional review board or privacy board has approved the research in accordance with federal privacy rules.

Substance Use Disorder Records

If I receive records protected by federal rules on substance use disorder treatment (42 C.F.R. Part 2), those records, and testimony about their contents, will not be used or disclosed in any civil, criminal, administrative, or legislative proceeding against you unless you give written consent or a court issues an order, after notice to you and an opportunity to be heard, as those rules require.

Breach of Unsecured PHI

If a breach of your unsecured PHI occurs, I am required to notify you as required by federal law (see "Your Rights," below).

Other Legally Required Disclosures

I may also use or disclose PHI where otherwise required by federal or Virginia law, including disclosures to the U.S. Department of Health and Human Services when it reviews my compliance with federal privacy rules.

IV. Your Rights

You have the following rights with respect to your PHI:

- **Right to Request Restrictions** — You may request restrictions on certain uses and disclosures of your PHI. I am not required to agree to a requested restriction, except that I must agree to a restriction on disclosure to a health plan for a service you paid for out-of-pocket in full, if you request that restriction and the disclosure is not otherwise required by law.
- **Right to Receive Confidential Communications by Alternative Means** — You may request that I communicate with you by alternative means or at an alternative location (for example, sending bills to a different address).
- **Right to Inspect and Copy** — You may inspect or obtain a copy (paper or electronic) of PHI in your mental health and billing records for as long as it is maintained. Under federal law, Psychotherapy Notes are not included in this right of access. I may deny access to other records only if I determine that access is reasonably likely to endanger your life or physical safety or that of another person, or, where the record refers to another person, is reasonably likely to cause substantial harm to that person. If I deny access in whole or in part, I will tell you why in writing, and you may have the decision reviewed by another licensed health care professional as provided by Virginia law (Va. Code § 32.1-127.1:03(F)). If you request a copy of your record, I may charge a reasonable, cost-based fee as permitted by Virginia law (Va. Code § 32.1-127.1:03(J)) and HIPAA, limited to the cost of supplies and labor for copying, postage if you ask that copies be mailed, and the cost of preparing a summary or explanation if you agree to receive one instead of the full record.
- **Right to Amend** — You may request an amendment to your PHI for as long as it is maintained in the record. I may deny the request; if so, I will discuss the amendment process with you upon request.
- **Right to an Accounting of Disclosures** — You generally have the right to receive a list of certain disclosures of your PHI made outside of treatment, payment, and health care operations.
- **Right to Notification of a Breach** — You have the right to be notified if a breach of your unsecured PHI occurs, in accordance with federal breach-notification requirements.
- **Right to a Paper Copy** — You may obtain a paper copy of this notice upon request, even if you have agreed to receive it electronically.

V. My Duties

- I am required by law to maintain the privacy of your PHI and to provide you with this notice of my legal duties and privacy practices.
- I am required to abide by the terms of the notice currently in effect.

- I reserve the right to change my privacy policies and practices described in this notice. If I do, I will provide you with a revised notice, either in person, by mail, or by other means permitted by law, and the revised notice will apply to PHI I already maintain as well as PHI I create or receive in the future.

VI. Complaints

If you believe your privacy rights have been violated, or you disagree with a decision I made about access to your records, you may contact me directly: Steven Wong, Ph.D., 1655 North Fort Myer Dr., Suite 350, Arlington, VA 22209, (202) 725-7237.

You may also file a written complaint with the U.S. Department of Health and Human Services, Office for Civil Rights (https://ocrportal.hhs.gov/ocr/cp/complaint_frontpage.jsf or 1-800-368-1019).

You will not be retaliated against in any way for filing a complaint.

VII. Effective Date

This notice is effective as of July 9, 2026.