

Kellie L. Miller, LCSW, LLC
8 Raymond Joseph Lane
Caribou, ME 04736
(207) 387-7397
kelliem@kelliemillerlcsw.com

Notice of Privacy Practices

Effective Date: 05/12/2026

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

I. OUR PRIVACY COMMITMENT & LEGAL DUTIES

Kellie L. Miller, LCSW, LLC (“the Practice”) is committed to protecting the privacy of your protected health information (PHI). PHI includes information that identifies you and relates to your past, present, or future physical or mental health or condition and related health care services.

We are required by law to:

- Maintain the privacy and security of your PHI
- Provide you with this Notice of our legal duties and privacy practices
- Notify you following a breach of unsecured PHI
- Follow the terms of this Notice currently in effect

Privacy Officer: Kellie L. Miller, LCSW serves as the designated Privacy Officer for this practice and is responsible for overseeing compliance with HIPAA privacy requirements, safeguarding protected health information, and responding to privacy-related concerns or requests.

We reserve the right to revise this Notice. Any changes will apply to all PHI we maintain. Updated notices will be made available upon request and in the office.

II. HOW WE MAY USE AND DISCLOSE PHI

We may use or disclose your PHI without your written authorization for the following purposes:

1. Treatment, Payment, and Health Care Operations (TPO)

- To provide, coordinate, or manage your care
- To obtain payment for services provided
- For administrative and quality improvement activities

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2. Appointment Reminders & Care Coordination

We may contact you regarding appointments or treatment-related services.

3. Business Associates

We may share PHI with contracted service providers who assist in operations. These parties are required to protect your information under HIPAA-compliant agreements.

III. USES REQUIRING WRITTEN AUTHORIZATION

We will obtain your written authorization before using or disclosing PHI for:

- Psychotherapy notes (as defined by HIPAA)
- Marketing purposes
- Sale of PHI
- Any other use not described in this Notice

You may revoke authorization at any time in writing, except where actions have already been taken based on prior authorization.

IV. USES AND DISCLOSURES WITHOUT AUTHORIZATION

We may disclose PHI without your authorization when required or permitted by law, including:

- Public health reporting (including abuse or neglect)
- Health oversight activities
- Court orders or legal proceedings
- Law enforcement purposes
- Serious threat to health or safety
- Coroners or medical examiners
- Workers' compensation
- Research under approved conditions
- Specialized government functions

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V. SUBSTANCE USE TREATMENT INFORMATION (42 CFR PART 2)

Information related to substance use treatment is protected under federal law and may not be disclosed without written consent except:

- Court order
- Medical emergency
- Qualified audit, research, or program evaluation
- As otherwise permitted under 42 CFR Part 2

Illegal activity or threats of harm may be reported as required by law.

VI. USES REQUIRING YOUR OPPORTUNITY TO OBJECT

We may share PHI with family members, friends, or others involved in your care unless you object. In emergencies, disclosure may occur if necessary to protect health or safety.

VII. YOUR RIGHTS REGARDING PHI

You have the right to:

- Request access to or copies of your records (excluding psychotherapy notes)
- Request amendments to your records
- Request accounting of disclosures (past 6 years)
- Request restrictions on certain uses or disclosures
- Request confidential communications
- Receive a paper or electronic copy of this Notice
- Be notified of a breach of unsecured PHI

We will consider all reasonable requests for restrictions or communication preferences.

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VIII. RIGHT TO FILE A COMPLAINT

If you believe your privacy rights have been violated, you may:

- Contact Kellie L. Miller, LCSW, LLC directly at 8 Raymond Joseph Lane, Caribou, ME 04736
- File a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights

You will not be retaliated against for filing a complaint.

IX. INTERNAL COMPLAINT CONTACT

If you have concerns about privacy practices or the handling of your PHI, you may contact the Practice directly at the contact information listed in this Notice. All concerns will be reviewed promptly and addressed appropriately.

X. EFFECTIVE DATE & AVAILABILITY

This Notice is effective as of the date listed above. A copy is available upon request at any time.