



Your Privacy Rights: One-Page Guide

A plain-language summary of Enaya Counseling's Notice of Privacy Practices

Please also read the complete Notice

This page summarizes key points and does not replace the complete Notice of Privacy Practices or more protective federal or state laws.

How We May Use Your Information

- For treatment, payment, and health care operations, including care coordination, insurance billing, quality review, supervision, security, and practice administration.
- When law permits or requires—for public health, abuse or neglect reporting, health oversight, workers' compensation, court or law-enforcement processes, or preventing a serious threat to safety.
- With business associates that are required to safeguard PHI. We do not sell your PHI.

When Written Authorization Is Usually Required

- Uses not described in the full Notice, most uses of psychotherapy notes, marketing, and sale of PHI generally require written authorization. You may revoke an authorization in writing, subject to actions already taken.

Your Rights

- Inspect or obtain paper or electronic copies of records in the designated record set, generally within 30 days. Limited exceptions apply, including psychotherapy notes.
- Receive copies for a reasonable, cost-based fee limited to allowable copying labor, supplies, and postage.
- Request an amendment, confidential communications, limits on certain uses or disclosures, and an accounting of certain disclosures made during the previous six years.
- Ask us not to send information to your health plan about a service you paid for in full out of pocket; we must agree unless disclosure is required by law.
- Choose an authorized representative and receive a paper copy of the full Notice.

Special Protections

- Mental health, HIV/AIDS, genetic, and substance-use-disorder information may receive additional protection under federal or state law.
- When 42 CFR Part 2 applies, SUD records generally cannot be used against you in legal or governmental proceedings without specific consent or an appropriate court order.

Our Responsibilities

- Protect the privacy and security of PHI, follow the current Notice, use appropriate safeguards for electronic PHI, and notify you of a reportable breach.
- Never retaliate against you for asking questions, exercising your rights, or filing a privacy complaint.

Questions or Complaints

- Enaya Privacy Officer: Fatima Wasim, PhD, NCC | 555 Sun Valley Drive, Suite G-4, Roswell, GA 30076 | 678-235-5054 | info@enayacc.com
- HHS Office for Civil Rights: [hhs.gov/ocr/complaints](https://www.hhs.gov/ocr/complaints) | OCRComplaint@hhs.gov | 1-800-368-1019

Effective August 1, 2026 • Review the complete Notice for full details and limitations.