



Notice of Privacy Practices

Effective October 7, 2026

This notice explains how health information about you may be used and disclosed, how you can obtain access to that information, and the responsibilities of Cogniscribe Psychological Services. Please review it carefully.

Your Information and Your Rights

You have the following rights regarding health information we maintain about you. Contact us using the information on page 4 to exercise these rights or ask questions.

Get an electronic or paper copy of your record

You may ask to inspect or receive a copy of your health information. We will generally provide a copy or summary within 30 days. We may charge a reasonable, cost-based fee. Access may be limited when permitted by law, including for certain psychotherapy notes or test materials protected from disclosure.

Ask us to correct your record

You may ask us to correct health information you believe is inaccurate or incomplete. We may deny the request when permitted by law, but we will explain the reason in writing, generally within 60 days.

Request confidential communications

You may ask us to contact you in a particular way or at a different address. We will accommodate reasonable requests.

Ask us to limit what we use or disclose

You may ask us not to use or disclose certain information for treatment, payment, or health care operations. We are generally not required to agree. If you pay in full out of pocket and ask us not to disclose that service to your health plan for payment or operations, we will agree unless disclosure is required by law.

Receive a list of certain disclosures

You may request an accounting of certain disclosures made during the six years before your request. The accounting generally excludes disclosures for treatment, payment, health care operations, and certain other disclosures. One accounting in a 12-month period is free; a reasonable fee may apply to additional requests.

Receive this notice and choose a representative

You may request a paper copy of this notice at any time. If someone has legal authority to act for you, such as a guardian or health care representative, that person may exercise your rights after we verify the authority.



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How We Use and Disclose Health Information

We generally use or disclose only the information reasonably necessary for the purpose. California law may provide additional protection for mental health records, and we follow the more protective rule when it applies.

Treatment

We may use and disclose your information to provide, coordinate, or manage your care. For example, we may consult with another treating professional, communicate with a physician, or allow supervised clinical personnel to access information necessary for your care.

Payment

We may use and disclose information to bill and obtain payment from you, your health plan, or another responsible party. This may include eligibility checks, authorization requests, claims, utilization review, and appeals.

Health care operations

We may use and disclose information to operate the practice, improve quality, conduct clinical supervision and training, perform audits, manage risk, comply with licensing and credentialing requirements, and evaluate services. We may work with business associates that must appropriately safeguard your information.

Contacting you

We may contact you about appointments, scheduling, billing, treatment alternatives, or health-related services. We will use reasonable safeguards and honor agreed-upon communication preferences.

Public benefit and legal purposes

We may use or disclose information when permitted or required by law, including for:

- Public health activities, health oversight, audits, inspections, and licensing matters.
- Reports concerning suspected abuse, neglect, exploitation, or threats to health or safety.
- Workers' compensation and similar programs.
- Law enforcement purposes, judicial or administrative proceedings, subpoenas, and court orders, subject to applicable protections.
- Coroners, medical examiners, funeral directors, organ or tissue donation, and certain research activities when legally authorized.
- Specialized government functions, national security activities, and correctional institutions when legally authorized.

We may also disclose information to prevent or lessen a serious and imminent threat to health or safety, consistent with applicable law and professional ethics.



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Your Choices and Additional Protections

Some uses and disclosures require your written authorization. You may revoke an authorization in writing at any time, except to the extent we have already acted in reliance on it.

People involved in your care

If you agree, do not object, or circumstances reasonably indicate permission, we may share information relevant to your care or payment with a family member, close friend, caregiver, or another person you identify. We may share limited information for disaster-relief purposes. When you are unable to express a preference, we may use professional judgment and act in your best interest as permitted by law.

Uses that generally require written authorization

We will obtain your written authorization for most uses and disclosures of psychotherapy notes, most marketing communications, and any sale of health information, unless an exception applies. We do not sell your health information.

Mental health records and psychological testing information

Mental health records are protected by HIPAA and may receive additional protection under California law. We will obtain authorization when required and will disclose only the information legally permitted. Certain raw test data, test materials, and proprietary assessment content may be subject to professional, legal, and copyright-related safeguards.

Substance use disorder information

If we receive records from a federally assisted substance use disorder program subject to 42 CFR Part 2, those records receive additional protection. Such records, or testimony describing their content, generally may not be used or disclosed in a civil, criminal, administrative, or legislative proceeding against you unless you provide written consent or a court order is issued after you receive notice and an opportunity to be heard. We will not use or disclose Part 2 records for fundraising without written consent.

Fundraising

If we ever contact you about fundraising, you may tell us not to contact you again. Cogniscribe Psychological Services does not currently use patient information for fundraising.

Our Responsibilities

- We are required by law to maintain the privacy and security of protected health information.
- We will notify you promptly if a breach may have compromised the privacy or security of your information, as required by law.
- We must follow the duties and privacy practices described in the notice currently in effect.
- We will not use or disclose your information other than as described here unless you authorize it in writing or the law permits or requires it.



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Questions Complaints and Changes to This Notice

You may ask questions, request a copy of this notice, or raise a privacy concern without fear of retaliation.

Contact Cogniscribe Psychological Services

Privacy Contact: Youssef Nakhla, PsyD

Cogniscribe Psychological Services

705 E Bidwell St, Suite 2-288, Folsom, CA 95630

Phone: (916) 360-0075

Email: info@cogniscribepsychology.com

Website: www.cogniscribepsychology.com

File a privacy complaint

You may file a complaint directly with Cogniscribe using the contact information above. You may also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights:

- Online: www.hhs.gov/hipaa/filing-a-complaint
- Mail: 200 Independence Avenue SW, Washington, DC 20201
- Phone: 1-877-696-6775

We will not retaliate against you for filing a complaint.

Questions or complaints about psychological services

You may also contact the California Board of Psychology regarding the practice of psychology:

- Online: www.psychology.ca.gov
- Email: bopmail@dca.ca.gov
- Phone: 1-866-503-3221
- Mail: Board of Psychology, 1625 North Market Blvd, Suite N-215, Sacramento, CA 95834

Changes to this notice

We may change the terms of this notice. Changes may apply to all health information we maintain, including information created or received before the change. The current notice will be available upon request, posted at our service locations, and posted on our website.

Scope of this notice

This notice applies to Cogniscribe Psychological Services and its workforce, including psychologists, registered psychological associates, trainees, administrative personnel, and others who are authorized to use or disclose health information on behalf of the practice.