

Notice of Privacy Practices (NPP)

Cornerstone Counseling & Wellness, LLC

Amanda Wade, LCPC, NCC

Effective Date: September 22, 2026

YOUR PRIVACY IS IMPORTANT TO US

This Notice of Privacy Practices describes how Cornerstone Counseling & Wellness, LLC ("Cornerstone Counseling & Wellness," "we," "us," or "our") may use and disclose your protected health information ("PHI"), your rights regarding your PHI, and our responsibilities regarding the privacy of your health information.

Please review this Notice carefully.

Cornerstone Counseling & Wellness, LLC is a solo mental health counseling practice operated by Amanda Wade, LCPC, NCC.

This Notice applies to protected health information created, received, or maintained by Cornerstone Counseling & Wellness, LLC in connection with providing counseling services.

OUR RESPONSIBILITIES

Cornerstone Counseling & Wellness, LLC is required by law to:

- Maintain the privacy of protected health information.
- Provide you with this Notice describing our legal duties and privacy practices with respect to your PHI.
- Follow the terms of the Notice currently in effect.
- Notify you as required by law if a breach of your unsecured PHI occurs.
- Comply with applicable federal and state privacy laws governing your health information.

Cornerstone Counseling & Wellness, LLC reserves the right to change this Notice when permitted or required by law. If our privacy practices materially change, we will update this Notice and make the revised version available as required by law.

HOW WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

The following sections describe some of the circumstances in which we may use or disclose your PHI without obtaining additional written authorization from you, when permitted or required by law.

Treatment

We may use or disclose your PHI to provide, coordinate, or manage your mental health treatment.

For example, information may be used to provide counseling services, develop a treatment plan, coordinate care, or communicate with another health care provider involved in your treatment when permitted by law.

Payment

We may use or disclose your PHI as necessary to obtain payment for services.

For example, if you choose to use insurance after Cornerstone Counseling & Wellness becomes credentialed with your insurance plan, information may be provided to your health plan for purposes of determining eligibility, obtaining payment, processing claims, or addressing payment-related matters.

Health Care Operations

We may use or disclose PHI as necessary for certain health care operations, including activities related to practice management, quality improvement, compliance, auditing, and other activities permitted by law.

Appointment Reminders and Communications

We may use your information to contact you about:

- Scheduled appointments
- Appointment reminders
- Rescheduling or cancellation of appointments
- Treatment-related matters
- Billing or payment matters
- Other matters directly related to your care

Currently, Cornerstone Counseling & Wellness communicates with clients primarily by telephone and email.

A secure client portal may be implemented in the future. If a client portal is adopted, additional information regarding its use will be provided as appropriate.

Because ordinary email and telephone communications may have privacy and security limitations, clients should use discretion when communicating sensitive information through these methods.

Required by Law

We may use or disclose your PHI when required to do so by federal, state, or local law.

Public Health Activities

We may disclose PHI for certain public health activities when permitted or required by law.

Abuse, Neglect, or Domestic Violence

We may disclose PHI to appropriate government authorities when required or permitted by law to report suspected abuse, neglect, or domestic violence.

Health Oversight Activities

We may disclose PHI to appropriate government agencies for health oversight activities authorized by law, including activities related to professional licensing, compliance, investigations, and government programs.

Judicial and Administrative Proceedings

We may disclose PHI in response to a court or administrative order or, when applicable legal requirements are met, in response to a subpoena, discovery request, or other lawful process.

Law Enforcement

We may disclose PHI to law enforcement officials when permitted or required by applicable law and when the applicable legal requirements are satisfied.

Serious Threat to Health or Safety

We may use or disclose PHI when necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public, when permitted by law.

Workers' Compensation

We may disclose PHI as authorized by and to the extent necessary to comply with workers' compensation laws and other similar programs.

Coroners and Medical Examiners

We may disclose PHI to coroners or medical examiners as permitted by law to carry out their legal responsibilities.

Organ and Tissue Donation

We may use or disclose PHI for organ, eye, or tissue donation and transplantation purposes when permitted by law.

Research

We may use or disclose PHI for research purposes when permitted by applicable law and appropriate protections are in place.

Specialized Government Functions

We may disclose PHI for certain specialized government functions when authorized by law, including certain military, veterans, national security, intelligence, and other governmental activities.

REPRODUCTIVE HEALTH CARE PRIVACY

Federal law provides additional protections for certain protected health information related to reproductive health care.

To the extent applicable, Cornerstone Counseling & Wellness, LLC will not use or disclose PHI for purposes prohibited by applicable federal law, including certain uses or disclosures intended to investigate or impose liability on a person for seeking, obtaining, providing, or facilitating reproductive health care that is protected by federal law or was lawfully provided under applicable circumstances.

When required by law, Cornerstone Counseling & Wellness, LLC will comply with applicable requirements concerning requests for PHI potentially related to reproductive health care.

When a use or disclosure of PHI is subject to federal restrictions concerning reproductive health care, applicable legal requirements will be followed.

USES AND DISCLOSURES REQUIRING YOUR WRITTEN AUTHORIZATION

Certain uses and disclosures of PHI require your written authorization.

Except where otherwise permitted by law, these may include:

- Certain uses and disclosures of psychotherapy notes
- Certain uses and disclosures for marketing purposes

- Certain sales of PHI
- Other uses and disclosures requiring authorization under applicable law

If you provide written authorization, you may revoke that authorization in writing at any time, except to the extent Cornerstone Counseling & Wellness has already relied upon the authorization.

PSYCHOTHERAPY NOTES

Psychotherapy notes receive special protection under HIPAA.

Except where disclosure is otherwise permitted by law, most uses and disclosures of psychotherapy notes require your written authorization.

Psychotherapy notes are maintained separately from the general medical record and generally do not include information such as diagnoses, treatment plans, symptoms, medication information, session summaries, or other information maintained as part of your clinical record.

SUBSTANCE USE DISORDER RECORDS

Cornerstone Counseling & Wellness, LLC does not provide substance-use disorder treatment and does not maintain records that are subject to 42 CFR Part 2 as a Part 2 program.

If circumstances arise in which records become subject to additional federal confidentiality protections, Cornerstone Counseling & Wellness, LLC will comply with applicable federal and state requirements.

YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

You have the following rights regarding your PHI, subject to certain limitations established by law.

Right to Inspect and Obtain a Copy

You generally have the right to inspect and obtain a copy of PHI maintained by Cornerstone Counseling & Wellness that may be used to make decisions about your care.

Requests for access must be made in writing.

Certain exceptions and limitations may apply. If a request is denied, you will be informed of any applicable rights to have the decision reviewed.

A reasonable, cost-based fee for copies may be charged when permitted by law.

Right to Request an Amendment

You may request that information maintained about you be amended if you believe it is incorrect or incomplete.

Requests must be made in writing and should explain why you believe the information should be amended.

Your request may be denied in certain circumstances permitted by law. If your request is denied, you will receive information about your rights concerning the denial.

Right to an Accounting of Disclosures

You generally have the right to request an accounting of certain disclosures of your PHI made by Cornerstone Counseling & Wellness during the period specified by applicable law.

Certain disclosures are excluded from an accounting, including disclosures for treatment, payment, and health care operations and other disclosures excluded by law.

Right to Request Restrictions

You have the right to request restrictions on certain uses and disclosures of your PHI for treatment, payment, or health care operations.

Cornerstone Counseling & Wellness is not generally required to agree to a requested restriction.

However, when you or another person on your behalf has paid for a health care service completely out of pocket and in full, you may request that information concerning that service not be disclosed to your health plan for payment or health care operations purposes, and we will comply with such a request when required by law.

Right to Request Confidential Communications

You may request that we communicate with you about your health care in a particular way or at a particular location.

For example, you may request that we contact you by telephone rather than email or use a particular mailing address.

Reasonable requests will be considered in accordance with applicable law.

Right to Receive a Copy of This Notice

You have the right to receive a paper copy of this Notice upon request.

A current copy of this Notice will also be made available on the Cornerstone Counseling & Wellness website.

Right to Be Notified of a Breach

You have the right to receive notification regarding a breach of your unsecured PHI when notification is required by applicable law.

MINORS AND PERSONAL REPRESENTATIVES

Certain individuals may have authority to act on behalf of a client regarding health information, including parents, guardians, or other legally authorized representatives.

The rights of parents, guardians, and personal representatives may vary depending on applicable federal and state law and the circumstances of the treatment.

Cornerstone Counseling & Wellness will follow applicable laws concerning access to and disclosure of a minor's health information.

RECORD RETENTION

Cornerstone Counseling & Wellness, LLC maintains client records in accordance with applicable professional, legal, and regulatory requirements.

For this practice, client records will generally be maintained for seven (7) years following the date of the client's last therapy session, unless a longer retention period is required by applicable law, a legal proceeding, an insurance requirement, or other applicable obligation.

After the applicable retention period has expired, records will be securely destroyed in a manner intended to protect the confidentiality of the information.

ELECTRONIC COMMUNICATION

Cornerstone Counseling & Wellness currently uses telephone and email for certain administrative and treatment-related communications.

While reasonable efforts are made to protect the privacy of electronic communications, ordinary email and telephone communication cannot be guaranteed to be completely secure.

Clients are encouraged to avoid including highly sensitive clinical information in ordinary email communications.

A secure client portal may be implemented in the future. Information regarding the portal and its privacy and security features will be provided when applicable.

TELEHEALTH

Cornerstone Counseling & Wellness provides telehealth services using technology selected for the provision of counseling services.

Clients participating in telehealth are encouraged to participate from a private location and to take reasonable steps to protect the privacy of their session.

Information created or maintained in connection with telehealth services is protected in the same manner as other PHI, subject to applicable law.

YOUR RIGHT TO FILE A COMPLAINT

If you believe your privacy rights have been violated, you may file a complaint with Cornerstone Counseling & Wellness, LLC or with the U.S. Department of Health and Human Services, Office for Civil Rights.

You will not be retaliated against for filing a privacy complaint.

To file a complaint with Cornerstone Counseling & Wellness:

Amanda Wade, LCPC, NCC

Cornerstone Counseling & Wellness, LLC

Phone: 620-450-6540

Email: awade@cornerstonecounselingwellnessllc.com

Mailing Address: 914 Welton St., Pratt, KS 67124

To file a complaint with the U.S. Department of Health and Human Services:

Office for Civil Rights

U.S. Department of Health and Human Services

Complaints may be submitted through the Office for Civil Rights complaint process.

You may also contact the Office for Civil Rights by mail or telephone using the contact information provided by HHS.

QUESTIONS ABOUT THIS NOTICE

If you have questions about this Notice or about the privacy of your health information, please contact:

Amanda Wade, LCPC, NCC
Cornerstone Counseling & Wellness, LLC
Phone: 620-450-6540
Email: awade@cornerstonecounselingwellnessllc.com

CHANGES TO THIS NOTICE

Cornerstone Counseling & Wellness, LLC reserves the right to change this Notice and make the revised Notice applicable to PHI already maintained by the practice, when permitted or required by law.

The current Notice will be made available upon request and will be posted on the practice website.

Effective Date: September 22, 2026

Last Revised: September 22, 2026