

Alira Family Therapy Group, Inc.

Document Title: Notice of Privacy Practices (NPP)

Document Type: Patient Compliance Notice

Effective Date: February 16, 2026

Applicability: All Patients, Clinical Staff, & Administrative Personnel

Oversight Authority: Privacy Officer & Executive Management

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

PART I: OUR LEGAL DUTY

Alira Family Therapy Group, Inc. (operating as Alira Therapy) is required by federal and state law to maintain the privacy of your Protected Health Information (PHI). We are committed to providing you with this notice outlining our privacy protocols and will promptly notify you following any security breach of unsecured PHI. We strictly adhere to the privacy operations detailed below.

Note regarding the Alira Therapy Mobile Application: This Notice applies to clinical care and medical records maintained by Alira Family Therapy Group, Inc. If you use our standalone mobile app, please refer to our dedicated [Mobile App Privacy Policy](#) for software-specific data practices.

PART II: STANDARD USES AND DISCLOSURES OF PHI

We routinely use and disclose your health information across standard workflows for these primary purposes:

- **Treatment:** Using or sharing your records to coordinate and manage your healthcare services.
- **Payment:** Generating bills and submitting documentation to collect payment from you, an insurer, or a third-party payer.
- **Healthcare Operations:** Supporting business functions including quality audits, internal reviews, training programs, and licensing.
- **Required by Law:** Releasing PHI when mandated by statutory laws, judicial orders, or legislative decrees.

PART III: SPECIAL PROTECTIONS FOR SUBSTANCE USE DISORDER (SUD) RECORDS

For records protected under 42 CFR Part 2 (SUD records), stricter confidentiality rules are enforced:

- **Legal Protections:** We will completely withhold SUD records and related clinical testimony from civil, criminal, administrative, or legislative proceedings against you unless you provide written consent or a court order is issued.
- **No Redisclosure:** Unlike standard PHI under HIPAA, SUD records strictly retain federal confidentiality rules even after transmission to external providers.
- **Consent Management:** You may sign a single, comprehensive written consent form for treatment, billing, and operational disclosures, and you retain the absolute right to revoke this consent at any time.

PART IV: INDIVIDUAL PATIENT RIGHTS REGARDING PHI

As a patient, you hold the following statutory rights regarding your health records:

- **Access to Records:** The right to inspect and receive electronic or paper copies of your medical charts and billing history.
- **Record Amendments:** The right to request corrections if you believe your documented data is incorrect or incomplete.
- **Restrictions:** The right to request formal limits on how we share your PHI for treatment, billing, or operations.
- **Accounting of Disclosures:** The right to obtain a list of certain disclosures our practice has made of your PHI.

PART V: PRIVACY TRACKING AND SPECIAL RULES

Operational Metric	Privacy Standard & Policy Application Pathway
EHR Accounting	Requested accounting tracking logs for EHR disclosures made for treatment, payment, or operations will include all disclosures within the preceding three years.
Psychotherapy & SUD Notes	Most uses and disclosures of standalone psychotherapy notes or SUD counseling notes require your explicit, written authorization prior to any transfer.

PART VI: COMPLAINTS AND GRIEVANCES

If you believe your privacy rights have been compromised, you may file a complaint with our internal Privacy Officer or the Secretary of the U.S. Department of Health and Human Services. The

practice strictly prohibits retaliation; you will not face penalties or any change in your care for filing a complaint.

Privacy Officer Contact Information:

Alira Family Therapy Group, Inc.

Attention: Privacy Officer

PO Box 2013, Los Gatos, CA 95031

Email: hello@therapyinmotion.care | Phone: 424.866.8466

COMPLIANCE DIRECTIVE: Safeguarding clinical communication and honoring strict confidentiality is a core obligation. All staff must ensure SUD and psychotherapy note protection boundaries are actively maintained across all treatment and payment workflows.