



# Stone Ridge Behavioral Health

## NOTICE OF PRIVACY PRACTICES

**Privacy Officer:** Gurjot Toor, PMHNP-BC

**Effective Date:** January 26, 2026

**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.**

### 1. Our Commitment to Your Privacy

As a solo psychiatric nursing practice in Virginia, maintaining the confidentiality of your health information is my highest priority. I am required by law (HIPAA and the Code of Virginia) to maintain the privacy of your Protected Health Information (PHI) and to provide you with this notice.

### 2. How Your Information is Shared for Care and Billing

I use specialized, HIPAA-compliant partners to help run my practice securely:

- **Clinical Records & Telehealth (Tebra):** Your medical records, intake forms, and video sessions are managed through **Tebra**. This platform uses high-level encryption to keep your data safe.
- **Billing & Insurance (Headway):** I partner with **Headway** to manage insurance verification and billing. I disclose the minimum necessary PHI to Headway to process your claims and coordinate with your insurance provider.
- **Virginia-Specific Protections:** Per Virginia law, I provide heightened protection for mental health records. I will not disclose your records to third parties without your written authorization except in cases of emergency, court order, or as otherwise required by state law.

### 3. Enhanced 2026 Privacy Standards

- **Substance Use Records:** If your records contain information regarding Substance Use Disorder (SUD) protected by **42 CFR Part 2**, I will not disclose them in legal proceedings against you without your specific written consent or a court order.

- **Reproductive Healthcare:** In compliance with federal law, I will not disclose PHI to investigate or impose liability for seeking or providing lawful reproductive healthcare.
- **Notice of Redisclosure:** Once info is shared with an outside party (like your insurance company), it may no longer be protected by HIPAA, though my partners (Tebra and Headway) are legally bound by contracts to protect your data.

#### 4. Your Rights

- **Right to Access:** You may request copies of your records via the Tebra Patient Portal.
- **Right to Restrict Disclosures:** If you pay for a session **out-of-pocket in full**, you have the right to request that I do not share that info with your insurance company or Headway.
- **Right to Accounting:** You can ask for a list of who I have shared your info with over the past six years.

#### 5. Contact and Complaints

If you believe your privacy rights have been violated, please contact me directly. You may also file a complaint with the U.S. Department of Health and Human Services. You will not be retaliated against for filing a complaint.

**Stone Ridge Behavioral Health Attn:** Gurjot Toor, Privacy Officer

**Mailing Address:** 525K E Market St #327, Leesburg, VA 20176

**Email:** info@stoneridgebh.com

*Note: This address is for administrative use only. All clinical services are virtual.*