

Notice of Privacy Practices

Open Door Therapy, LLC

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Effective Date: June 2, 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.

For the purposes of this notice, “we,” “us,” and “our” refer to Open Door Therapy, LLC. “You” refers to the client or patient receiving services.

Your Information. Your Rights. Our Responsibilities.

Your Rights	Your Choices	Our Uses and Disclosures
You have the right to get a copy of your record, ask us to correct your record, request confidential communication, ask us to limit what we share, get a list of certain disclosures, get a copy of this notice, choose someone to act for you, and file a complaint.	You have choices about certain ways we share information, including sharing with family or others involved in your care, disaster relief, mental health care, marketing, sale of information, fundraising, and most sharing of psychotherapy notes.	We may use and share your information to treat you, run our practice, bill for services, comply with the law, help with public health and safety issues, respond to lawsuits and legal actions, and address other legally permitted or required situations.

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get an electronic or paper copy of your medical record: You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. We will usually provide a copy or summary of your health information within 30 days of your request. We may charge a reasonable, cost-based fee.

Ask us to correct your medical record: You can ask us to correct health information about you that you think is incorrect or incomplete. We may say “no” to your request, but we will tell you why in writing within 60 days.

Request confidential communications: You can ask us to contact you in a specific way, such as by phone, text, email, portal message, or mail to a different address. We will say “yes” to all reasonable requests.

Ask us to limit what we use or share: You can ask us not to use or share certain health information for treatment, payment, or health care operations. We are not required to agree, and we may say “no” if it could affect your care. If we agree to your request, we may still share information in an emergency. If you pay out of pocket in full for a service, you can ask us not to share that information with your health insurer for payment or health care operations. We will say “yes” unless a law requires us to share that information.

Get a list of those with whom we have shared information: You can ask for an accounting of certain disclosures of your health information for the six years prior to the date you ask. We will include disclosures required by law, but not disclosures for treatment, payment, health care operations, or disclosures you authorized or asked us to make. We will provide one accounting per year for free and may charge a reasonable, cost-based fee for additional requests within 12 months.

Get a copy of this privacy notice: You can ask for a paper copy of this notice at any time, even if you have agreed to receive it electronically. We will provide you with a copy promptly.

Choose someone to act for you: If someone has legal authority to act for you, such as a medical power of attorney or legal guardianship, that person may exercise your rights and make choices about your health information. We will verify that person's authority before taking action.

File a complaint if you feel your rights are violated: You can complain if you believe your privacy rights have been violated by contacting Jennifer Dolphin, Owner, at jen@therapyinalaska.com or 907-865-8452. You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights. We will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, please tell us what you want us to do. We will follow your instructions when required and when reasonably possible.

Situations where you may tell us what you want us to do

- Share information with family, close friends, or others involved in your care or payment for your care.
- Share information in a disaster relief situation.
- Include your information in a hospital directory. Open Door Therapy, LLC does not maintain or participate in a hospital directory.

If you are not able to tell us your preference, for example if you are unconscious or otherwise unable to communicate, we may share information if we believe it is in your best interest. We may also share information when needed to lessen a serious and imminent threat to health or safety.

Situations where we require your written permission

- Marketing purposes.
- Sale of your information. Open Door Therapy, LLC does not sell client information.
- Most sharing of psychotherapy notes, if such notes are created and maintained separately from the clinical record.

Open Door Therapy, LLC does not use client information for fundraising. If this practice ever changed, you would be given the option to opt out of fundraising communications when required by law.

Our Uses and Disclosures

We typically use or share your health information in the following ways.

Treat you: We can use your health information and share it with other professionals who are treating you. For example, with your written authorization when needed, we may coordinate with another therapist, primary care provider, psychiatrist, school, or other professional involved in your care.

Run our practice: We can use and share your health information to run our practice, improve your care, contact you when necessary, schedule appointments, maintain records, conduct quality improvement, and manage business operations.

Bill for your services: We can use and share your health information to bill and get payment from health plans or other entities. For example, we may provide information such as diagnoses, dates of service, procedure codes, and documentation required to process claims, courtesy billing, superbills, or benefit-related requests.

How else can we use or share your health information?

We are allowed or required to share your information in other ways, usually in ways that contribute to public health, safety, legal compliance, or oversight. We must meet many conditions in the law before we can share information for these purposes.

Help with public health and safety issues: We can share health information about you in certain situations, such as reporting suspected abuse, neglect, or domestic violence; preventing or reducing a serious threat to health or safety; preventing disease; reporting adverse reactions to medications; or complying with other public health requirements.

Comply with the law: We will share information about you if state or federal law requires it, including with the U.S. Department of Health and Human Services if it wants to see that we are complying with federal privacy law.

Respond to lawsuits and legal actions: We can share health information about you in response to a court or administrative order, or in response to a legally valid subpoena when required or permitted by law.

Address workers' compensation, law enforcement, and government requests: We can use or share health information for workers' compensation claims, law enforcement purposes, health oversight activities, and certain government functions when permitted or required by law.

Work with a medical examiner or funeral director: We may share health information with a coroner, medical examiner, or funeral director when an individual dies, when permitted or required by law.

Respond to organ and tissue donation requests: Open Door Therapy, LLC does not participate in organ or tissue donation activities, but HIPAA permits certain health care entities to share information with organ procurement organizations when applicable.

Do research: Open Door Therapy, LLC does not conduct health research. If that ever changed, we would only use or disclose your information for research as permitted by law and, when required, with your written authorization or an appropriate waiver.

Mental Health, Psychotherapy, and Assessment Records

Mental health records may have additional protections under state and federal law. We will not disclose your mental health treatment or assessment records without your written authorization unless disclosure is permitted or required by law, such as for treatment, payment, health care operations, mandatory reporting, imminent safety concerns, court orders, legally valid subpoenas, health oversight activities, or other legally required circumstances.

Psychotherapy notes

Psychotherapy notes, if created and maintained separately from the clinical record, receive special protection under HIPAA. Psychotherapy notes are different from progress notes, treatment plans, assessment records, billing records, diagnosis, appointment history, symptoms, and other information kept in the regular clinical record. Most uses and disclosures of psychotherapy notes require your written authorization, except in limited circumstances permitted by law.

Assessment/evaluation records

If you receive assessment/evaluation services, your record may include intake information, completed questionnaires, assessment measures, scoring summaries, diagnostic impressions, reports or letters, collateral information, records you provide, and related communications. These records are part of your protected health information and are handled according to this notice and applicable law.

Substance use disorder patient records

To the extent that Open Door Therapy, LLC has substance use disorder patient records about you that are subject to 42 CFR Part 2, we will not use or disclose those records in civil, criminal, administrative, or legislative investigations or proceedings against you without your written consent or a court order and subpoena, as required by law. This statement does not mean that Open Door Therapy, LLC is necessarily a 42 CFR Part 2 program; it applies only to records that are legally subject to Part 2.

Reproductive health information

When required by HIPAA, before disclosing protected health information potentially related to reproductive health care for certain health oversight, judicial or administrative proceeding, law enforcement, or coroner/medical examiner purposes, we will obtain a signed attestation that the requested use or disclosure is not for a prohibited purpose. This applies only when required by federal law.

Client Portal and Electronic Communication

Open Door Therapy, LLC uses SimplePractice for secure electronic health records, scheduling, billing, document exchange, and client portal communication. Clients may use the portal to access documents, exchange secure messages, update information, and complete paperwork.

Standard email and text messaging may carry additional privacy risks compared with secure portal communication. If you choose to communicate by email or text message, you accept the privacy risks associated with those methods. Please tell us if there are communication methods you prefer or want us to avoid.

Practice-Specific Notes

Open Door Therapy, LLC is a solo outpatient psychotherapy and assessment practice. Some examples in this notice are standard HIPAA examples that may not apply to this practice. Open Door Therapy, LLC does not maintain a hospital directory, does not conduct fundraising, does not sell client information, does not use client information for marketing without written authorization, does not participate in organ or tissue donation activities, and does not conduct health research.

Open Door Therapy, LLC may work with business associates, such as electronic health record, billing, fax, email, secure communication, and administrative support vendors. Business associates are required to protect your information according to HIPAA and applicable agreements.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described in this notice unless you tell us we can in writing. If you tell us we can, you may change your mind at any time by letting us know in writing.

Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in the client portal when applicable, in our office, and on our website if posted there.

Questions or Complaints

If you have questions about this notice or want to exercise your privacy rights, please contact:

Jennifer Dolphin, Owner
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You may also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by calling 1-877-696-6775 or visiting <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>. We will not retaliate against you for filing a complaint.

This Notice of Privacy Practices applies to Open Door Therapy, LLC and the psychotherapy and assessment/evaluation services provided by Jennifer Dolphin, LPC.