

PRIVACY PRACTICES

Sandra A. Hope respects the privacy of her clients. Clients may expect that their records with Sandra A. Hope will be kept private. The following details Sandra A. Hope's privacy policies.

- Records may not be released from Sandra A. Hope to any other person or organization without the written consent of the client. (The records of minor children may be an exception to this policy.)
- The records of the client are kept in locked files that can only be accessed by Sandra A. Hope.
- Client information is not transmitted via computer.
- Every effort will be maintained within the office environment to protect clients but a common waiting room is used.
- Clients may review their records with some exceptions. The procedure for review of records is available from Sandra Hope.
- Any client concerns about privacy should be addressed to Sandra Hope.