NOTICE OF PRIVACY PRACTICES

This notice describes how health information about you may be used and disclosed and how you can get access to this information. It also notes some of the ways Wellness Beyond Words LLC protects your health information beyond basic legal requirements to better ensure our ethical and trusting relationship.

SECTION 1: CLIENT 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. Ask us how to do this. We will say “yes” unless we have clinical concerns as to the impact sharing such information may have.
  - Records are retained electronically under encryption and password security. They will be retained for seven years after case closure. Should Wellness Beyond Words close for any reason, you may still request a copy for up to seven years by emailing wellnessbeyondwords@gmail.com with the subject line “Client Records Request.”
  - We will provide a copy or a summary of your health information, usually 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. Ask us how to do this.
  - We may say “no” to your request, but we’ll tell you why in writing within 60 days.

- **Request confidential communications**
  - You can ask us to contact you in a specific way (for example, home or office phone) or to send 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 our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
  - If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

- **Get a list of those with whom we’ve shared information**
  - You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
  - We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one 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 the notice electronically. We will provide you with a paper copy promptly.
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, talk to us. Tell us what you want us to do, and we will follow your instructions. In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation

Psychotherapy notes and any information regarding HIV status/treatment or substance use status/treatment are handled at a higher degree of confidentiality, and, unless legally mandated, will not be released without your written authorization.

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

How do we typically use or share your health information? At Wellness Beyond Words LLC, the use and sharing of your health information is rare and highly controlled. We may, however, use or share your health information in the following ways.

- **Treat you**
  - We can use your health information and share it with other health professionals who are treating you. However at Wellness Beyond Words LLC, we will only do so with your written authorization unless otherwise presented in this Notice.

- **Run our organization**
  - We can use and share your health information to run our practice, improve your care, and contact you when necessary. Example: We may seek consultation services for improving treatment and services. At Wellness Beyond Words LLC, we share the least amount of personal information necessary to run our organization.

- **Bill for your services**
  - We can use and share your health information to bill and get payment from health plans or other entities. Example: We provide the least amount of health information about you necessary to your health insurance plan so it will pay for your services.

We are allowed and sometimes required to share your information in other ways – usually in ways that contribute to the public good. We have to meet conditions in the law before we can share your information for these purposes. (For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.)

- **Help with public health and safety issues, such as**
- Reporting suspected abuse, neglect, or domestic violence (Please note: Licensed mental health professionals are mandated reporters and must report suspected abuse or neglect of children and elders, even if such concerns have not been proven.)
- Preventing or reducing a serious threat to anyone’s health or safety
- **Do research**
  - At Wellness Beyond Words LLC we will only share your protected health information for research with written authorization.
- **Comply with the law**
  - We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.
- **Address workers’ compensation, law enforcement, and other government requests**
  - For workers’ compensation claims
  - For law enforcement purposes or with a law enforcement official
  - With health oversight agencies for activities authorized by law
  - For special government functions such as military, national security, and presidential protective services
- **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 subpoena.

### SECTION 4: 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 here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.
- For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).
- 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 our office, and on our website: [www.wellnessbeyondwords.com](http://www.wellnessbeyondwords.com).

### SECTION 5: OTHER

- **Effective Date of this Notice**
  - January 1, 2014
- **Privacy Official**
  - Jeremy Fulwiler: (248) 397-4777 or wellnessbeyondwords@gmail.com
- **This notice applies to**
  - Wellness Beyond Words LLC, 24330 Lahser Road, Southfield MI 48033