HIPAA NOTICE OF PRIVACY PRACTICES **As required by the Privacy Regulations Promulgated Pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA)**

**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.**

**If you have any questions about this notice please contact:**

**Mary Dobson, LMFT, CEDS**

**Lift Wellness Group**

**mary@liftupwellness.com**

**203-526-3215**

Our Pledge Regarding Protected Health Information:

We, Lift Wellness Group, understand that protected health information about you and your health is personal. We are committed to protecting health information about you. This Notice applies to all records of your care generated by Lift Wellness Group, whether made by Lift Wellness Group personnel or your personal doctor.

This Notice will tell you about the ways in which we may use or disclose protected health information about you. We also describe your rights and certain obligations we have regarding the use and disclosure of protected health information. Federal law requires us to:

* Make sure that protected health information that identifies you is kept private;
* Notify you about how we protect protected health information about you;
* Explain how, when, and why we use and disclose protected health information; and
* Follow the terms of the Notice that is currently in effect.

We are required to follow the procedures in this Notice. We reserve the right to change the terms of this Notice and to make new Notice provisions effective for all protected health information that we maintain.

How We May Use and Disclose Protected Health Information About You:

The following categories describe different ways that we may use and disclose protected health information without your written authorization.

**For Treatment.** We may use protected health information about you to provide you with, coordinate, or manage your medical treatment or services. We may disclose protected health information about you to doctors, nurses, technicians, medical students, or other Lift Wellness Group personnel, including persons outside of our office who are involved in your medical care.

Lift Wellness Group staff may also share protected health information about you in order to coordinate your care for such reasons as prescriptions, lab work, or x-rays.

We may use and disclose protected health information to contact you as a reminder that you have an appointment for treatment or medical care at Lift Wellness Group. We may use and disclose protected health information to tell you about or recommend possible treatment options, treatment alternatives, or health-related benefits or services that may be of interest to you.

**For Payment for Services.** We may use and disclose protected health information about you so that the treatment and services you receive at Lift Wellness Group may be billed to and payment may be collected from you, an insurance company, or a third party. For example, we may need to give your health plan information about treatment services you received at Lift Wellness Group so your health plan will pay us or reimbues you for the services you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment.

**As Required by Law.** We will disclose protected health information about you when required to do so by federal, state, or local law.

**To Avert a Serious Threat to Health or Safety**. We may use and disclose protected health information when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. We may also disclose protected health information about you to a government authority if we reasonable believe that you are a victim of abuse, neglect, or domestic violence. We will only disclose this type of information to the extent required by law, and we will only disclose it if (a) you agree to the disclosure, or (b) the disclosure is allowed by law and we believe it is necessary to prevent or lessen a serious and imminent threat to you or another person.

**Judicial and Administrative Proceedings.** We may disclose your protected health information in response to a court or administrative order. We may also disclose your protected health information in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made either by us or the requesting party, to tell you about the request or to obtain an order protecting the information requested.

**Business Associates.** We may disclose information to business associates who perform services in our behalf (such as billing companies). However, we require that these associates appropriately safeguard your information. Our business associates are obligated to protect the privacy of your information and are not allowed to use or disclose any information other than as specified in our contract.

**Public Health.** As required by law, we may disclose your protected health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

**Health Oversight Activities.** We may disclose protected health information to a health oversight agency for activities authorized by law. These activities include audits, investigations, and inspections, as necessary for licensure and for the government to monitor the healthcare system, government programs, and compliance with civil rights laws.

**Law Enforcement.** We may release protected health information as required by law, or in response to an order or warrant of a court, a subpoena, or an administrative request. We may also disclose protected health information in response to a request related to identification or location of an individual, victim of crime, a descendent, or a crime on the premises.

**Special Government Functions**. If you are a member of the armed forces, we may release protected health information about you if it related to military and veterans activities. We may also release your protected health information for national security and intelligence purposes, protective services for the President, and medical suitability or determinations made by the Department of State.

**Coroners, Medical Examiners, and Funeral Directors.** We may release protected health information to a coroner or medical examiner. This release by the necessary, for example, to identify a deceased person or determine the cause of death. We may also disclose protected health information to funeral directors, consistent with applicable laws, to enable them to carry out their duties.

**Worker’s Compensation.** We may disclose protected health information as necessary to comply with laws relating to worker’s compensation or other similar programs established by law.

**Food and Drug Administration (FDA).** We may disclose to the FDA, or persons under the jurisdiction of the FDA, protected health information, relative to adverse events with respect to drugs, foods, supplements, products, and product defects, or post-marketing surveillance information to enable product recalls, repairs, or replacement.

You Can Object to Certain Uses and Disclosures:

Unless you object, or request that only a limited amount or type of information be shared, we may use or disclose protected health information about you in the following circumstances:

* We may share with a family member, relative, friend, or other person identified by you protected health information that is directly relevant to that persons involvement in your care or payment for your care. We may also share information to notify these individuals to notify these individuals of your location, general condition, or death.
* We may share protected health information with a public or private agency (such as the American Red Cross) for disaster relief purposes. Even if you object, we may still share this information if necessary under emergency circumstances.

If you would to object to use and disclosure of protected health information in these circumstances, please call or write to the contact person listed on page 1 of this Notice.

Your Rights Regarding Protected Health Information About You:

You have the following rights regarding protected health information about you:

**Right to Inspect and Copy.** You have the right to inspect and copy protected health information that may be used to make decisions about your care or payment for your care. If we maintain your protected health information electronically, you can request that we provide access in an electronic form and format that is readily producible, or in a form and format agreed to by us.

**Right to Amend.** If you feel that protected health information we have about you is incorrect or incomplete, you may ask us to amend or supplement the information.

**Right to an Accounting of Disclosures.** You have the right to request an “accounting of disclosures.” This is a list of the disclosures we made of protected health information about you.

To request this list of disclosures, you must submit your request in writing to Lift Wellness Group. You may ask for disclosures made within the six years before your request. The first list you request within a 12-month period will be free. For additional lists in that 12- month period, we may charge you for the costs of providing the list. We are required to provide a list of all disclosures except the following:

* Disclosures made for your treatment;
* Those used for billing and collection of payment for your treatment;
* Those related to health care operations;
* Those made to you or requested by you, or those that you authorized;
* Those that occurred as a byproduct of permitted use and disclosures;
* Those used for national security or intelligence purposes, or provided to correctional institution or law enforcement regarding inmates;
* Those that were a part of a limited data set of information that does not contain information identifying you.

**Right to Request Restrictions.** You have the right to request a restriction or limitation on the protected health information we use or disclose about you for treatment, payment, or health care operations, or to persons involved in your care.

We are not required to agree to your request. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment, the disclosure is to the Secretary of the Department of Health and Human Services, or the disclosure is required by law.

**Right to Request Confidential Communications.** You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail.

**Right to a Paper Copy of This Notice.** You have the right to a paper copy of this Notice at any time. To receive a paper copy, contact Lift Wellness Group.

**Right to Receive Notice of Breach.** You have the right to be notified upon a breach of any of your unsecured protected health information.

**Rights for Out-of-Pocket Payments.** If you paid out of pocket in full for a specific item or service, you have the right to ask that your protected health information with respect to that item or service not be disclosed to a health plan for purposes of payment or health care operations. We are required to agree to your request unless the disclosure is otherwise required by law.

Types of Uses and Disclosures Requiring an Authorization:

Most uses and disclosures of psychotherapy notes requires us to obtain an authorization from you. In addition, in most instances, we cannot use or disclose your protected health information for marketing purposes or sell you protected health information without your written authorization. Finally, any other us or disclosure not described in this Notice will be made only with your authorization. Any time your provide us with a written authorization, you may revoke it any time in writing, to the extent that we have not already taken action in reliance on your previous authorization.

Other Uses and Disclosures:

We will obtain your written authorization before using or disclosing your protected health information for purposes other than those described in writing at any time. Upon receipt of the written revocation, we will stop using or disclosing your information, except to the extent that we have already taken action in reliance on the authorization.

You May File A Complaint About Our Privacy Practices:

If you believe your privacy rights have been violated you may file a complaint with Mary Dobson, LMFT, CEDS or file a complaint with the Secretary of the Department of Health and Human Services. A complaint to the Secretary should be filed within 180 days of the occurrence or action that is the subject of the complaint.

If you file a complaint we will not take any action against you or change our treatment of you in any way.