

MindfulWayz — Notice of Privacy Practices

This notice explains how your health information may be used and shared, and how you can access it. Please review it with care.

To provide therapy, MindfulWayz collects and maintains information related to your mental health, the care you receive, and payment for services. This information is protected under federal and state privacy laws. Your provider is required to give you this notice and to follow the terms described here.

How Your Information May Be Used or Shared

Your information is protected and only used or shared for specific purposes. These include:

Treatment, Payment, and Health Care Operations

Your information may be used to support your care, coordinate with other providers when needed, receive payment for services, and maintain the quality and functioning of the practice.

Situations Where Information May Be Shared Without Your Written Permission

Certain laws require or allow your provider to share information even without written consent. These situations include:

- When required by law
- Public health activities (such as preventing disease or reporting abuse)
- Concerns of abuse, neglect, or domestic violence
- Health oversight activities (audits, investigations, licensing)
- Court orders or legal proceedings
- Law enforcement requests
- Coroners, medical examiners, or funeral directors
- Organ or tissue donation processes
- Approved research activities
- Safety concerns (to lessen a serious threat)

- Certain government functions (military, national security)
- Workers' compensation programs
- Family or friends involved in your care when appropriate
- Appointment reminders or information about services
- Incidental disclosures that occur as a byproduct of permitted uses

Some types of records—such as HIV-related information, genetic information, or substance-use treatment records—have additional protections under state or federal law.

Uses Requiring Written Authorization

Certain uses of your information require your written permission, including:

- psychotherapy notes (when applicable)
- marketing
- any sale of health information

You may revoke your authorization at any time.

Your Rights Regarding Your Health Information

You have several rights related to your records:

Right to Inspect or Receive Copies

You may request to review or receive copies of your records. In limited situations, access may be denied to protect your safety or the safety of others.

Right to Request Changes

If you believe information is incomplete or incorrect, you may request an amendment. If a request is denied, you will be informed of how to add your disagreement to the record.

Right to an Accounting of Disclosures

You may request a list of certain disclosures made by the practice. The first list in a 12-month period is free.

Right to Request Restrictions

You may request limits on how your information is used or shared. Some requests must be honored by law; others may not be possible depending on circumstances.

Right to Confidential Communications

You may request to be contacted in a specific way or at a specific location.

Right to Notification of a Breach

You will be notified if a breach occurs involving your unsecured health information.

Right to a Paper Copy

You may request a paper copy of this notice at any time.

Right to File Complaints

If you ever have concerns about how your information is handled, you may file a complaint with MindfulWayz or with the U.S. Department of Health and Human Services. You will not be penalized or treated differently for speaking up.

Changes to This Notice

This notice may be updated at any time. If changes occur, the new terms will apply to all information maintained by the practice, past or present. Updated versions will be provided to you.

This notice is effective as of the date it is signed.