

Mindset Tacoma, LLC's Notice of Privacy Practices

This Notice of Privacy Practices describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

I. Our Commitment to Your Privacy

We understand that your health information is personal. We are committed to protecting your privacy and maintaining the confidentiality of your health information. This Notice describes the ways we may use and disclose your health information.

II. How We May Use and Disclose Health Information About You

The following categories describe different ways that we use and disclose health information. For each category of uses or disclosures, we will explain what we mean and try to give some examples. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

- **Treatment:** We may use your health information to provide you with mental health treatment and services. We may also disclose your health information to other professionals involved in your care.
- **Payment:** We may use and disclose your health information to obtain payment for services we provide. This may include billing your insurance company or other third parties.
- **Healthcare Operations:** We may use and disclose your health information for our healthcare operations, which include activities such as quality assessment and improvement, case management, and business management.
- **Appointment Reminders:** We may use and disclose your health information to contact you as a reminder that you have an appointment.
- **Required by Law:** We will disclose health information about you when required to do so by federal, state, or local law.
- **Business Associates:** We may disclose your health information to our business associates that perform functions on our behalf or provide us with services.



III. Your Rights Regarding Your Health Information

You have the following rights regarding health information we maintain about you:

- **Right to Inspect and Copy:** You have the right to inspect and copy your health information.
- **Right to Amend:** If you feel that health information we have is incorrect or incomplete, you may ask us to amend the information.
- **Right to an Accounting of Disclosures:** You have the right to request an accounting of certain disclosures we make of your health information.
- **Right to Request Restrictions:** You have the right to request restrictions on how we use and disclose your health information.
- **Right to Request Confidential Communications:** You have the right to request that we communicate with you about your health information in a certain way or at a certain location.
- **Right to a Paper Copy of This Notice:** You have the right to a paper copy of this Notice.

IV. Changes to This Notice

We reserve the right to change this Notice. We will post a copy of the current notice on our website.

V. Complaints

If you believe your privacy rights have been violated, you may file a complaint with us. You may also file a complaint with the Secretary of the U.S. Department of Health and Human Services.

