

## **HIPAA for Privacy Practice**

Thank you for visiting **Wellness In You, LLC** website. This privacy policy explains how we use your personal and health information collected at this site. Please read this policy thoroughly before submitting any personal information. By using our site, you are accepting the practices described in this privacy policy. Practices could change, but any changes made will be posted and will only apply to activities and information on a going forward basis. We encourage you to review the privacy policy whenever you visit the site to make sure that you understand how any personal and health information provided will be used.

Please know that the privacy practices set forth in this privacy policy are for the **Wellness In You, LLC** website only.

### **Collection of Information**

We collect personal information such as full names, home addresses, email addresses, phone numbers, gender, date of birth, major symptoms etc., when submitted by our patients.

**The Reason for this Notice:** Wellness In You, LLC must comply with the HIPAA Privacy Rule that requires us to protect the confidentiality of your health information. As a healthcare provider, your Practitioner must also comply with the HIPAA Privacy Rule. The Privacy Rule also gives you certain rights with respect to your health information. This Notice explains both our obligations as well your rights under the Privacy Rule.

**Your rights:** Although your physical medical file belongs to your Practitioner, the information in your file belongs to you. You therefore have the right to:

- Request that your Practitioner restrict the use or disclosure of your health information for treatment, payment and health care operations. Please note that your Practitioner has to agree to the requested restrictions.
- Request that your Practitioner use an alternative means to communicate with you on a confidential basis about your health information. You may also request that we send such communications to you at an alternative location.
- Review and copy your health information for as long as your Practitioner maintains your health record. Please also note that there is some health information that you do not have a right to access, such as information prepared in anticipation of civil, criminal or administrative proceedings.
- Request in writing that your Practitioner amend your health information, unless the record is already accurate and complete. Wellness In You, LLC will act on your written request within 60 days after receiving it and either make the amendment or provide you with a written denial.
- Except for certain disclosures, request an accounting of disclosures of your health information.
- Receive a paper copy of this Notice.

### **Cookie/Tracking Technology:**

Wellness In You, LLC may use cookie and tracking technology depending on the features offered. Cookie and tracking technology are useful for gathering information such as browser type and operating system, tracking the number of visitors to the website, and understanding how visitors use this website.

## Distribution of Information

We may share information with governmental agencies or other companies assisting us in fraud prevention or investigation. We may do so when: (1) permitted or required by law; or, (2) trying to protect against or prevent actual or potential fraud or unauthorized transactions; or, (3) investigating fraud which has already taken place. The information is not provided to these companies for marketing purposes.

- Business Associates: Wellness In You, LLC may use outside consultants, including, but not limited to financial, IT, legal consultants, laboratory vendors who may, in connection with providing services to the practice and our patients, which may need access to your health information. The practice may disclose your information to these outside consultants for the purpose of enabling them to provide the requested services. Before we disclose any of your medical information to such outside consultants, we will require the contractor to sign a Business Associate Agreement in which the consultant agrees to protect the confidentiality of your health information.
- We may disclose your health information as required by law, including worker's compensation regulations; to the Centers for Medicare and Medicaid Services or other regulatory agency; in response to an order of court or administrative tribunal and as required by a valid subpoena; for law enforcement purposes; for public health purposes; to governmental authorities, including social service or protective service agencies, if we believe you have been the victim of abuse, neglect or domestic violence; to a health oversight agency for oversight activities authorized by law; to avert a serious threat to health or safety; in connection with specialized government functions including military or veteran's activities, national security and intelligence activities and national security or intelligence activities; or during a medical emergency as necessary to protect your welfare.
- Wellness In You, LLC will make any other uses and/or disclosures of your health information that are not related to treatment, payment or health care operations only with your prior written authorization. If the practice wishes to use your medical information for any such other purpose (for example, marketing), we will speak to you first and give you the option of signing an Authorization. You are not required to sign the Authorization and if you do, you may revoke that Authorization at any time.
- We will contact you to provide appointment reminders, but will do so only at the telephone number(s) or e-mail address you provide to us for that purpose.

## Commitment to Data Security

Your personal health information is kept secure. Only authorized employees, agents and contractors (who have agreed to keep information secure and confidential) have access to this information.

## Privacy Contact Information

If you have any questions, concerns, or comments about our privacy policy you may contact [lbyrd@wellnessinyou.com](mailto:lbyrd@wellnessinyou.com) or call 563.340.3989