NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW PERSONAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

OUR PLEDGE REGARDING PERSONAL INFORMATION

We understand that personal information about you and your health is exclusive. We are committed to protecting your personal information. This Notice applies to all records of your services generated and maintained by Centered Wellness.

We are required by law to 1) make sure that personal information that identifies you is kept private; 2) make available to you this Notice of our legal and privacy practices with respect to personal information about you; and 3) follow the terms of the Notice that is currently in effect.

HOW WE MAY USE AND DISCLOSE PERSONAL INFORMATION ABOUT YOU

• We may disclose personal information about you to doctors, nurses, or other personnel involved in your care. We may also disclose personal information to people outside the spa group, such as family members, specialists or others who are involved in providing services that are part of your care.

• We may use or disclose personal information about you for Centered Wellness’ operations. These may include use of information to evaluate the performance of our staff, effectiveness of programs, and ways to improve care and services we offer. These uses, and disclosures are necessary to ensure that all our clients receive quality care.

• We may use and disclose personal information to contact you as a reminder that you have an appointment for treatment or care.

• We may use or disclose personal information to tell you about or recommend possible treatment options or alternatives, and about possible health-related benefits, services, events, and activities that may be of interest to you.

• We may disclose personal information about you to other healthcare providers in the event you need emergency care.

• We may disclose personal information to a public health organization or federal organization 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 disclose personal information about you in special situations such as for workers’ compensation programs, as required by military command authorities or the Department of Veterans Affairs, in response to a court or administrative order, or for public health activities.

• Other uses and disclosures of personal information not covered by this Notice or the laws that apply to us will be made only with your written authorization. You may later revoke this permission in writing at any time.

YOUR RIGHTS REGARDING YOUR PERSONAL INFORMATION

• You have the right to review and receive a copy of personal information that may be used to make decisions about your care. You must submit a written request to review and copy your personal information. There may be a fee to supply the copies.

• You have the right to ask us to amend personal information that you feel is incorrect or incomplete. Your request for an amendment must be in writing and must provide a reason that supports your request. We may deny your request if: 1) it is not supplied in writing with a reason 2) was not created by us 3) not part of the client record kept by us or for us 4) isn’t part of the information you are permitted to inspect and copy or 5) is accurate and complete.

• You have the right to request restrictions or limitations on the use or disclosure of personal information about you. You must submit a written request for restriction that specifies: 1) what information you want to limit 2) whether you want to limit our use, disclosure or both 3) to whom you want the limits to apply. We reserve the right to refuse your restriction if it conflicts with providing you quality care or in an emergency.

• You have the right to request that we communicate with you about personal matters in a certain way or at a certain location, such as only at work or by mail. You must submit a written request for confidential communications restrictions, specifying how or where you wish to be contacted.

• You have the right to possess a copy of this Privacy Notice upon request.

• You have the right to file a complaint if you believe your rights to privacy have been violated. All complaints must be submitted in writing. All complaints will be investigated. No personal issue will be raised for filing a complaint.

CHANGES TO THIS NOTICE

We reserve the right to change this Notice at any time. We will post a copy of the current notice at our site.