

## Your information. Your rights. Our responsibilities.

This notice describes how information about you may be used and disclosed and how you can get access to this information. **Please review it carefully.**

### Personal Demographic Information

This includes name, physical address, phone number, email address, date of birth, and scheduling information.

How do we typically use or share this information?

- Run our organization: Wellness Minneapolis uses this information to coordinate scheduling on behalf of the independent providers operating out of Wellness Minneapolis
- Bill for services: We use this information in our bookkeeping software.

Who has access to this information?

- Our office staff, independent providers and vendors (ex: online booking software) have access to your demographic information.
- We will never share your personal/demographic information with third parties without your explicit permission.

Where do they access this information?

- These individuals, agents, and vendors have access through our online scheduling, bookkeeping, newsletter, and customer database software.

You have the right to update your demographic information at any time. Please contact the office in writing to update this information.

### Medical/Health Information

This includes any chart notes, medical records, or other information about your health concerns or treatment.

We understand that your medical/health information is personal and private. In order to provide you with quality care and to ensure compliance with certain legal requirements providers practicing at Wellness Minneapolis create a record of the care and services you receive in our office. Each provider respects the privacy and confidentiality of medical/health information. We abide by HIPAA and the Minnesota Health Records Act.

You have the right to request that your provider share your health information with family, close friends or others involved in your care. Please request and complete a copy of the Minnesota Standard Consent Form to Release Health Information to share this information.

You have the right to access your health information at any time. Please request that information directly from your provider.

#### Disclosure

Your provider may be required by law to release health information in order to help with public health or safety issues.

Comply with the law • Your provider will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

Respond to lawsuits and legal actions • Your provider can share health information about you in response to a court or administrative order, or in response to a subpoena.

#### Our Responsibilities

- The providers practicing at Wellness Minneapolis are required by law to maintain the privacy and security of your protected health information.
- Wellness Minneapolis will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We will not use or share your information other than as described here unless you tell us we can in writing (using the Minnesota Standard Consent Form to Release Health Information). If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office and on our website.

If you have questions or concerns about this notice of privacy practices please contact Sara Jean Barrett, N.D. at [info@wellnessmpls.com](mailto:info@wellnessmpls.com) or by calling (612) 598-8627

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