

## Health Insurance Portability and Accountability Act (HIPAA)

### NOTICE OF PRIVACY PRACTICES Effective 4/14 /03

I. **COMMITMENT TO YOUR PRIVACY:** Stephanie Artis/ Harmony is dedicated to maintaining the privacy of your protected health information (PHI). PHI is information that may identify you and that relates to your past, present or future physical or mental health condition and related health care services. This Notice of Privacy Practices (“Notice”) is required by law to provide you with the legal duties and the privacy practices that Stephanie Artis maintains concerning your PHI. It also describes how medical and mental health information may be used and disclosed, as well as your rights regarding your PHI. Please read carefully and discuss any questions or concerns with your Coach.

#### II. **LEGAL DUTY TO SAFEGUARD YOUR PHI:** By federal and state law, Stephanie Artis

is required to ensure that your PHI is kept private. This Notice explains when, why, and how Stephanie Artis would use and/or disclose your PHI. Use of PHI means when Stephanie Artis shares, applies, utilizes, examines, or analyzes information within its practice; PHI is disclosed when Stephanie Artis releases, transfers, gives, or otherwise reveals it to a third party outside of the Institute. With some exceptions, Stephanie Artis may not use or disclose more of your PHI than is necessary to accomplish the purpose for which the use or disclosure is made; however, Stephanie Artis is always legally required to follow the privacy practices described in this Notice.

III. **CHANGES TO THIS NOTICE:** The terms of this notice apply to all records containing your PHI that are created or retained by Stephanie Artis. Please note that Stephanie Artis reserves the right to revise or amend this Notice of Privacy Practices. Any revision or amendment will be effective for all of your records that Stephanie Artis has created or maintained in the past and for any of your records that Stephanie Artis may create or maintain in the future. Stephanie Artis will have a copy of the current Notice in the office in a visible location at all times, and you may request a copy of the most current Notice at any time. The date of the latest revision will always be listed at the end of Stephanie Artis Notice of Privacy Practices.

IV. **HOW YOUR NAME MAY USE AND DISCLOSE YOUR PHI:** Stephanie Artis will not use or disclose your PHI without your written authorization, except as described in this Notice or as described in the “Information, Authorization and Consent to Treatment” document. Below you will find the different categories of possible uses and disclosures with some examples. Use of PHI means when Stephanie Artis shares, applies, utilizes, examines, or analyzes information within its practice; PHI is disclosed when Stephanie Artis releases, transfers, gives, or otherwise reveals it to a third party outside of the Institute. With some exceptions, Stephanie Artis may not use or disclose more of your PHI than is necessary to accomplish the purpose for which the use or disclosure is made; however, Stephanie Artis is always legally required to follow the privacy practices described in this Notice.

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