

Notice of Privacy Practices for Coaching Services

I am dedicated to maintaining your confidentiality and the privacy of your health information. This notice pertains to coaching clients engaged in services and describes how personal information about your health or substance use may be used, disclosed, and how you can get access to the information.

Client Records

While conducting business with you, records are created regarding you and the services provided to you. When engaging in coaching services, your record may contain personal information about you and your health. State and federal law protects the confidentiality of this information. "Protected Health Information", or PHI, is information about you, including demographic information, that may identify you and relates to your past, present, or future physical or mental health or condition related to health care services. The violation of Federal laws or regulations is a crime. If you suspect a violation you may file a report to the appropriate authorities in accordance with federal regulations.

How Your Information May be Used and Disclosed:

1) For Services: Use of medical and clinical information about you may be used to provide you with services or referrals. 2) For Payment: Your information may be used and disclosed to bill and collect a payment for the services provided to you. 3) For Health Care Operations: Use and disclosure of PHI for certain purposes in connection with the operation of services. 4) Without Authorization: Applicable law also permits disclosure of information about you without your authorization in a limited number of other situations, such as with a court order. These situations are explained on the following pages. 5) With Authorization: Written authorization must be obtained from you for other uses and disclosures of your PHI.

Other Uses and Disclosures that DO NOT Require Your Authorization:

1) Required by Law: Disclosure of your PHI may be made to the extent that the use or disclosure is required by law, made in compliance with the law, and limited to the relevant requirements of the law. 2) Medical Emergencies: Disclosure or use of your PHI in a medical emergency situation to medical personnel only.

Child Abuse or Neglect: Disclosure of your PHI to a state or local agency that is authorized by law to receive reports of child abuse or neglect, prenatal exposure to controlled substances, including alcohol. However, the information disclosed is limited to only that information which is necessary to make the initial mandated report. 3) Minors: Disclosure may be made to a parent, guardian, or other person authorized under state law to act on behalf of a minor, those facts about a minor which are relevant to reducing a threat to the life or physical wellbeing of the minor or any other individual, if the minor applicant lacks capacity to make a rational decision and the minor's situation poses a substantial threat to the life or physical wellbeing of the minor or any other individual which may be reduced by communicating relevant facts to such person. 4) Incompetent and Deceased Clients: Disclosure of PHI regarding deceased clients for the purpose of determining the cause of death, in connection with laws requiring the collection of death or other vital statistics, or permitting inquiry into the cause of death.

Research: PHI may be disclosed to researchers if (a) a Institutional Review Board reviews and approves the research and a waiver to the authorization requirement; (b) the researchers establish protocols to ensure the privacy of your PHI; (c) the researchers agree to maintain the security of your PHI in accordance with applicable laws and regulations; (d) the researchers agree not to redisclose your PHI except back to Natalee Wright. 5) Criminal Activity on Premises/Against Personnel: Disclosure may be made of your PHI to law enforcement officials if you have committed a crime during services or against Natalee Wright. 6) Duty to Warn: When it is learned that a client has made a specific threat of serious physical harm to another specific person or the public, and disclosure is otherwise required under statute and/or common law, careful consideration will be given to appropriate options that would permit disclosure.

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Your Rights Regarding your Protected Health Information (PHI)

Your rights with respect to your PHI are explained below. Any requests with respect to these rights must be in writing. A brief explanation of how you can exercise these rights is included.

1) Right of Access to Inspect and Copy: You have the right, which may be restricted in certain circumstances, to inspect and copy PHI that may be used to make decisions about your care. There is a reasonable, cost-based fee for copies. If your records are maintained electronically, you may also request an electronic copy of your PHI. You may inspect and obtain a copy of your PHI that is contained in a designated record set for as long as the record is maintained. A "designated record set" contains medical and billing records and any other records used for making decisions about you. Your request must be in writing. You can be denied access to your PHI in certain circumstances. In some of those cases, you will have a right to appeal the denial of access.

2) Right to Amend: If you feel that the PHI about you is incorrect or incomplete, you may ask for an amendment to the information although agreement to amend isn't required. You may request, in writing, that your PHI be amended that has been included in a designated record set. In certain cases, the request for an amendment may be denied. If your request is denied for amendment, you have the right to file a statement of disagreement. A rebuttal may be prepared to your statement and you will be provided with a copy of it.

3) Right to Accounting of Disclosures: You have the right to request an accounting of the disclosures that is made of your PHI. You may request an accounting of disclosures for a period of up to six (6) years, excluding disclosures made to you, made for treatment purposes, or made as a result of your authorization. A reasonable fee may be charged.

Right to Request Restrictions: You have the right to request a restriction or limitation on the use or of your PHI for services, payment, or health care operations. Agreement is not required for your request, except in certain limited circumstances.

4) Right to Request Confidential Communication: You have the right to request that communication about medical matters be made in a certain way or at a certain location. You have the right to request to receive confidential communications by alternative means or at an alternative location. Reasonable, written requests will be accommodated. This accommodation may be conditioned by asking you for information regarding how payment will be handled or specification of an alternative address or other method of contact.

5) Right to a Copy of this Notice: Upon Request, you have the right to a copy of this notice.

6) You have the right to ask that use or disclosure of any part of your PHI for services, payment, or health care operations not be made to family members involved in your care. Your request for restrictions must be in writing and Natalee Wright is not required to agree to such restrictions, unless the request is to restrict disclosure of PHI to a health plan for purposes of carrying out payment of health care operations, and the PHI pertains to a health care item or services that you paid for out of pocket. In that case, your request will be honored for a restriction. In all other cases, it will be decided whether or not to agree to the restriction.

7) You have the right to file a complaint if you believe your privacy rights as a client have been violated. You may file a complaint in writing to Natalee Wright or to the Department of Health and Human Services. The complaint must be filed within 180 days of when you knew or should have known the act occurred. In addition, if there is a breach of unsecured PHI concerning you, it may be required to notify you of this breach, including what happened and what you can do to protect yourself.

Changes to Privacy Statement

Natalee Wright may revise and/or update the Privacy Policy at any time. Your continued usage of services means that you accept those changes. Therefore you should review the Privacy Policy periodically to familiarize yourself with any changes, modifications, updates and interpretations. The right to change the terms of Notice of Privacy Practices at any time is also reserved. Any new Notice of Privacy Practices will be effective for all PHI that are maintained at that time. Revisions to the Notice of Privacy Practices will be made available by sending you a copy in the mail upon request or providing one to you at your next appointment.

This Notice of Privacy Practices describes use and disclosure of your PHI in accordance with all applicable law. It also describes your rights regarding how you may gain access to and control your PHI. Law requires privacy of PHI to be maintained and to provide you with notice of legal duties and privacy practices with respect to PHI.

If you have questions regarding the Privacy Policies you may contact Natalee Wright at nataleekwright@gmail.com or 260.229.5902.

THESE LEGAL NOTICES ARE SUBJECT TO CHANGE WITHOUT NOTICE

The Effective date of these Privacy Policy and Notice of Privacy Practices is August 8, 2021.

Acknowledgement of Receipt of Privacy Practices

I have received a copy of the Coaching Privacy Policy Practices with an effective date of November 6, 2023. I understand and agree to the conditions of such.

Client's Signature

Printed Name

Date