

## FUNCTIONAL LIFESTYLE COACHING

### HIPAA Notice:

HIPAA FORM FUNCTIONAL LIFESTYLE COACHING, FMCHC. (FLC) 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.

At FLC we are committed to treating and using protected health information about you responsibly. This notice of Health Information Practices describes the personal information we collect, and how we use or disclose that information. It also describes your rights as they relate to your protected health information. This Notice applies to all protected health information as defined by federal regulation.

**USES AND DISCLOSURE** The following are examples of ways we use your health information.

### YOUR RIGHTS:

1. We use your health information to document, plan and organize your progress.
2. We use your health information for payment. For instance, if we need to send health information to you or possibly your insurance company.
3. Our compliance ensures that we constantly work towards improved quality and effectiveness.
4. There are services provided in our organization through contacts (practitioner and physician assistance) with other business and health associates.
5. We may use or disclose information to notify or assist in notifying a family member, personal representative, or other person responsible for your care, your location, and general condition. The following are examples of other purposes for which FLC is permitted or required to disclose confidential information without the individual's written authorization.
  - (a) Uses and disclosures for public health activities;
  - (b) Reporting victims of abuse, neglect, or domestic violence;
  - (c) Disclosures for judicial and administrative proceedings;
  - (d) Disclosures for law enforcement purposes;
  - (e) Disclosures to avert a serious threat to health or safety; and
  - (f) Uses and disclosures for specialized government functions.

**SEPARATE STATEMENTS FOR SEPARATE USES AND DISCLOSURES** FLC may contact patients with appointment reminders, requests for the patient to contact FLC for appointments, notices and letters concerning medical findings. FLC may also contact the patient about treatment alternatives or other health related benefits and services that may be of interest and benefit to the individual.

**INDIVIDUAL RIGHTS** Although your health record is the physical property of FLC, the

information belongs to you. You have:

1. The right to request restrictions on certain uses and disclosures of your information.
2. The right to revoke your authorization to use or disclose health information except to the extent that action has already been taken.
3. The right to receive confidential communications.
4. The right to obtain a copy or inspect your health information.
5. The right to amend protected health information.
6. The right to receive an accounting of disclosures of protected health information.

FLC's RIGHTS :

1. FLC has 30 days with which to comply with a patient's request to review or copy their health information.
2. The Coach has the right to review the record and remove any information that may deem to be harmful to either the client or to another individual.
3. The Client will be supervised by FLC staff during any review of the record. Supervision is allowed and required to prevent the removal or altering of the medical record.

FLC'S DUTIES:

1. FLC is required by law to maintain the privacy of confidential information and provide individuals with notice of its legal duties and privacy practices with respect to such information.
2. FLC is required to abide by the terms of this Notice.
3. FLC reserves the right to change the terms of its Notice and to make the new Notice provisions effective for all confidential information that it maintains. Revisions to this Notice will be posted on FLC website.

THE BASICS: WE COACH YOU, RUN OUR ORGANIZATION, BILL FOR SERVICES, AND OFFER SUGGESTIONS AND REFERRALS IF ASKED.

COMPLIANTS Individuals may complain to FLC in writing to FLC. You may also contact the Secretary of the U.S. Department of Health and Human Services at 200 Independence Ave., S.W., Rm. 509F, HHH Building, Washington DC 20201. Please contact the FLC administrator at 1+480-650-1074.

CLIENT: print name

DATE:

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