

NOTICE OF PRIVACY PRACTICES

Effective Date: 2-16-2026

Your Information. Your Rights. Our Responsibilities.

This Notice describes how medical information about you may be used and disclosed and how you can obtain access to this information. Please review it carefully.

YOUR RIGHTS

You have the right to:

- Obtain a copy of your paper or electronic medical record
- Request corrections to your medical record
- Request confidential communications
- Request restrictions on certain uses or disclosures
- Receive an accounting of certain disclosures
- Receive a copy of this Notice
- Designate someone to act on your behalf
- File a complaint without fear of retaliation

Access to Records

You may request access to or copies of your health information. Copies are typically provided within 30 days and may be subject to a reasonable, cost-based fee where permitted by law. Records may be provided electronically through secure systems or patient portals where available.

Amendments to Records

You may request corrections to inaccurate or incomplete information. We may deny certain requests but will provide a written explanation as required by law.

Confidential Communications

You may request that we contact you in a specific way or at a specific location. We will accommodate reasonable requests.

Restrictions on Disclosures

You may request limits on how we use or disclose your information. We are not required to agree to all requests but will comply where required by law, including certain disclosures to health plans when services are paid in full out-of-pocket.

Accounting of Disclosures

You may request a list of certain disclosures made within the previous six years, excluding disclosures for treatment, payment, and operations and other permitted disclosures.

SPECIAL PROTECTIONS FOR SUBSTANCE USE DISORDER (SUD) RECORDS

Some health information relating to substance use disorder diagnosis, treatment, or referral may be protected under 42 CFR Part 2, which provides additional confidentiality protections beyond HIPAA.

- Written consent may be required before disclosure
- Redisclosure may be restricted
- Safeguards are implemented to prevent unauthorized disclosure

Federal law prohibits unauthorized redisclosure of substance use disorder patient records except as permitted by law.

SUD records may be segmented or otherwise maintained separately to ensure compliance with applicable confidentiality requirements.

Psychotherapy Notes vs. SUD Records

Psychotherapy notes and substance use disorder records are specially protected categories of information and may require specific authorization or consent before disclosure.

YOUR CHOICES

You may tell us your preferences regarding:

- Sharing information with family or friends involved in your care
- Disaster relief situations
- Facility directories where applicable

We will follow your instructions when required by law.

We do not share information for:

- Marketing purposes
- Sale of protected health information
- Most disclosures of psychotherapy notes

Unless written authorization is provided.

HOW WE USE AND DISCLOSE INFORMATION

We may use and disclose health information for:

- Treatment
- Payment
- Health Care Operations

Additional Uses and Disclosures Permitted or Required by Law

We may disclose information when permitted or required by law, including for:

- Public health activities
- Reporting abuse or neglect
- Health oversight
- Judicial or administrative proceedings
- Law enforcement
- Organ donation
- Workers' compensation
- Government functions
- Serious threats to health or safety

We follow the minimum necessary standard where applicable.

ELECTRONIC HEALTH INFORMATION AND INTEROPERABILITY

Health information may be stored or transmitted electronically through secure systems, patient portals, or health information exchanges. Reasonable safeguards are used, but electronic communication may carry some risk. Patients may request alternative communication methods where available.

Telehealth and Virtual Care

We may provide services using telehealth technologies. Information transmitted electronically is protected using reasonable safeguards, but transmission over the internet may carry some risk.

Text Messaging and Email Communication

We may communicate with patients by email or text message when requested. Standard messaging rates may apply, and electronic communication may not always be secure. Patients may opt out at any time.

Health Information Exchange Participation

We may participate in health information exchanges that allow providers to access health records electronically for treatment, payment, and operations as permitted by law.

Business Associates

We may share health information with business associates who perform services on our behalf, such as billing, IT support, or document storage. These entities are required to safeguard your information.

State Law Protections

Certain state laws may provide additional protections for specific types of health information. Where applicable, we comply with these laws.

STATE LAW CONFIDENTIALITY DISCLAIMER and SUBSTANCE USE DISORDER

Certain health information, including records related to substance use disorder (SUD) diagnosis, treatment, or referral for treatment, may be subject to additional confidentiality requirements under federal law (42 CFR Part 2) and potentially stricter state laws that provide greater privacy protections.

Because these requirements may vary by jurisdiction and by the nature of services provided, the use and disclosure of such information may be governed by additional conditions beyond those described in this Notice of Privacy Practices.

Our organization is committed to complying with all applicable federal and state privacy laws. Where state law provides greater protection than federal law, we will follow the stricter standard.

This Notice is intended to provide general information regarding your privacy rights and our responsibilities. It does not replace or supersede applicable legal requirements. Organizations and individuals should consult qualified legal or compliance professionals if guidance is needed regarding specific regulatory obligations.

OUR RESPONSIBILITIES

We are required by law to:

- Maintain the privacy and security of protected health information
- Notify individuals following certain breaches
- Follow the terms of this Notice
- Obtain authorization when required
- Comply with applicable federal and state laws, including HIPAA and 42 CFR Part 2 where applicable

We may change the terms of this Notice, and revised notices will apply to all information we maintain.

CONTACT INFORMATION

Privacy Official: Sandra Johnson, RN

Phone: 586-731-8840

Email: Sandy.cnwc@gmail.com

To file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights:

www.hhs.gov/ocr

1-877-696-6775

**READING THIS NOTICE ON OUR WEBSITE CONSTITUTES
ACKNOWLEDGMENT OF RECEIPT OF OUR NOTICE OF PRIVACY
PRACTICES**