

## **Notice of Privacy Practices (HIPAA)**

### **Mind Life Wellbeing LLC**

*This is a web-based copy of the Notice of Privacy Practices provided for use on the SimplePractice platform and online viewing. A full version including contact details is available upon request.*

This Notice of Privacy Practices explains how medical and mental health information about you may be used and disclosed, and how you can access this information. Please review it carefully, and feel free to ask questions at any time.

Mind Life Wellbeing LLC is required by law to maintain the privacy of your Protected Health Information (PHI), to provide you with this notice of our legal duties and privacy practices, and to follow the terms of this notice currently in effect.

#### **Uses and Disclosures for Treatment, Payment, and Health Care Operations**

Protected Health Information may be used and disclosed for treatment (coordination of care), payment (billing and insurance processing), and health care operations (quality assessment, consultation, and administrative activities).

Protected Health Information may be created, stored, and transmitted electronically through secure electronic health record systems, client portals, and telehealth platforms used by Mind Life Wellbeing LLC in the course of providing treatment, billing, and healthcare operations.

#### **Other Uses and Disclosures Without Authorization**

Protected Health Information may be disclosed without authorization as required by law, including situations involving risk of serious harm to yourself or others, suspected abuse or neglect of a child or vulnerable adult, court orders, or other legal mandates.

#### **Special Confidentiality Protections for Substance Use Disorder Records**

Federal law provides additional protections for the confidentiality of records related to substance use disorder treatment. If applicable, records that identify an individual as having or having had a substance use disorder, or receiving substance use disorder services, are protected under federal law (42 CFR Part 2).

These records may not be disclosed without your specific written authorization or as otherwise permitted or required by law. Disclosure of substance use disorder treatment records is subject to stricter confidentiality requirements than other health information and may limit

redisclosure, even for purposes of treatment, payment, or health care operations.

You may revoke your authorization for disclosure of substance use disorder treatment records at any time in writing, except to the extent that action has already been taken in reliance on that authorization.

### **Uses and Disclosures Requiring Authorization**

All other uses and disclosures of Protected Health Information will be made only with your written authorization. You may revoke an authorization at any time in writing, except to the extent that action has already been taken in reliance on that authorization.

### **Your Rights Regarding Protected Health Information**

You have the right to inspect and obtain a copy of your health records; request corrections or amendments; request restrictions on certain uses or disclosures; request confidential communications; receive an accounting of disclosures; and receive a paper copy of this Notice upon request.

### **Complaints**

If you believe your privacy rights have been violated, you may file a complaint with Mind Life Wellbeing LLC or with the U.S. Department of Health and Human Services Office for Civil Rights. You will not be retaliated against for filing a complaint.

### **Contact for Privacy Matters**

Contact information for privacy matters is provided directly to clients during intake or upon request.

### **Changes to This Notice**

Mind Life Wellbeing LLC reserves the right to change this Notice of Privacy Practices. Any revised notice will be made available upon request and will apply to all Protected Health Information maintained.

**Effective Date:** January 1, 2026

Mind Life Wellbeing LLC – Confidential Healthcare Document  
Governed by the NASW Code of Ethics and Idaho Division of Occupational and Professional Licenses (DOPL)

