

NOTICE OF PRIVACY PRACTICES (NPP)

This Notice of Privacy Practices is effective beginning October 28, 2024, and shall remain in effect until a new Notice of Privacy Practices is approved and posted.

This notice describes how your medical information may be used and disclosed and how you can access this information. Please review it carefully. Protected health information (PHI) includes demographic and medical information that concerns the past, present, or future physical or mental health of an individual. Demographic information could include your name, address, telephone number, Social Security number and any other means of identifying you as a specific person. Protected health information contains specific information that identifies a person or can be used to identify a person. Protected health information is health information created or received by a health care provider, health plan, employer, or health care clearinghouse.

Our Commitment to Your Privacy

At **Harmony Health Clinic**, also operating as **Industrial Loss Consultants**, your privacy is a priority. We are required by law to maintain the confidentiality of your health information and provide you with this notice of our legal duties and privacy practices under the Health Insurance Portability and Accountability Act (HIPAA).

How We May Use and Disclose Your Information

- ❖ **For Treatment** - We may use your PHI to provide, coordinate, or manage your care. This includes sharing information with healthcare providers, labs, and diagnostic services when necessary.
- ❖ **For Payment** - PHI will be shared with **NowMD** to process treatment codes and invoicing. We are a cash-only practice and do not bill insurance companies.
- ❖ **Appointment Reminders** - We may contact you via email or text for appointment reminders, based on your preferences.
- ❖ **Other Permitted Uses** - **Some protected health information can be disclosed without your written authorization as allowed by law. Those circumstances include:**
 - **Reporting abuse of children, adults, or disabled persons.**
 - **Investigations related to a missing child.**
 - **Internal investigations and audits by the Department's divisions, bureaus, and offices.**
 - **Investigations and audits by the state's Inspector General and Auditor General, and the Florida Legislature's Office of Program Policy Analysis and Government Accountability.**
 - **Public health purposes, including vital statistics, disease reporting, public health surveillance, investigations, interventions, and regulation of health professionals.**
 - **District medical examiner investigations.**
 - **Research approved by the Department.**
 - **Court orders, warrants, or subpoenas.**
 - **Law enforcement purposes, administrative investigations, and judicial and administrative proceedings.**

Your Rights

❖ Access to Records

You have the right to review or obtain a copy of your medical records. A fee of \$0.25 per page applies for paper copies.

❖ Request Corrections

You may request corrections to your records if you believe they are inaccurate.

❖ Request Restrictions

You can ask us to limit how we use or disclose your information, but we are not required to agree to all requests.

❖ Confidential Communications

You can request that we contact you using specific methods or at certain locations (e.g., via email instead of phone).

❖ File a Complaint

If you believe your privacy rights have been violated, you may file a complaint with us (see contact information below) or with the U.S. Department of Health and Human Services.

Changes to This Notice

We reserve the right to revise or update this notice at any time. The revised notice will apply to all PHI we maintain and will be available upon request at our office or on our website.

How We Protect Your Information

We take your privacy seriously and implement strict safeguards to protect your PHI:

- **Paper Records:** Physical files are stored securely and accessible only to authorized staff.
- **Electronic Records:** We are transitioning to a system of encrypted digital records stored on a secure external hard drive.
- **Limited Access:** Only authorized individuals involved in your care or our business operations can access your PHI.
- **Training:** All staff members are trained in HIPAA compliance and privacy practices.

Privacy Officer Contact Information

Dr. Joshua Lamers

Owner and Compliance Officer

538 10th St N, Naples, FL 34102

Phone: 239-569-4801

Email: drlamers@FLHarmony.com

We will review and respond to all privacy concerns thoroughly to ensure no violations occurred.