

**PARIS HOLISTIC HEALTH, LLC
NOTICE OF PRIVACY PRACTICES**

Understanding your health record

A record is made each time you come to Paris Holistic Health, LLC for a consultation. Your symptoms, the practitioner's judgments, and a wellness plan are recorded. This record forms the basis for planning the approach for improving your wellness and preparing for future consultations. It also serves as a means of communication among other health professionals who may contribute to your care. Understanding what information is retained in your record and how that information may be used will assist you in making informed decisions about who, what, when, where, and why others may be allowed access to your health information.

Understanding your health information rights

Your health record is the physical property of Paris Holistic Health, LLC, but the content is about you, and therefore belongs to you. You have the right to review or obtain a paper copy of your health record (at a cost of \$0.25 per page), and to request that appropriate amendments be made to your health record. You have the right to request restrictions, to authorize disclosure of the record to others, and be given an account of those disclosures. Other than activity that has already occurred, you may revoke any further authorizations to use or disclose your health information. Should we need to contact you, you have the right to request communication by alternate means or to alternate locations.

Our responsibilities

Paris Holistic Health, LLC is required to maintain the privacy of your health information and to provide you with this notice of our privacy practices. We're required to follow the terms of this notice and to notify you if we are unable to grant your request to disclose or restrict disclosure of your health information to others. Paris Holistic Health, LLC reserves the right to change its practices and promises to make a good faith effort to notify you of any changes. Other than for the reasons described in this notice, Paris Holistic Health, LLC agrees not to use or disclose your health information without your consent.

TO RECEIVE ADDITIONAL INFORMATION OR REPORT A PROBLEM

You may contact Paris Holistic Health, LLC for further information or to discuss a problem. If you believe your privacy rights have been violated, you have the right to file a complaint with us.

Paris Holistic Health, LLC

517 E Broadway, Bel Air, MD 21014
443-243-4728

Paris Holistic Health, LLC Practices Regarding Disclosure of Client Health Information

Your health information will be routinely used for treatment / consultation, payment, and quality monitoring, and your consent, or the opportunity to agree or object, is not required in these instances:

- **Treatment / Consultation** — Information obtained by your practitioner at Paris Holistic Health, LLC will be entered in your record and used to plan the services provided to you. Your health information may be shared with one or more other herbalists/nutritionists in the event of a difficult health issue in order to gain insights on the best possible approach to address your health concerns.
- **Payment** — Your record will be used to receive payment for services rendered by Paris Holistic Health, LLC.
- **Quality Monitoring** — The staff in this office will use your health information to assess the care you received and compare the outcome of your care to others. Your information may be reviewed for risk management or quality improvement purposes in our efforts to continually improve the quality and effectiveness of the care and services we provide.

In addition, the following disclosures are required by law and do not require your consent:

- **Food and Drug Administration (FDA)** — This office is required by law to disclose health information to the FDA related to any adverse effects of food, supplements, products, and product defects for surveillance to enable product recalls, repairs, or replacements.
- **Worker's Compensation** — This office will release information to the extent authorized by law in matters of worker's compensation.
- **Public Health** — This office is required by law to disclose health information to public health and/or legal authorities to avert a serious threat to health or safety, to report communicable disease, injury, or disability, or to comply with mandated reporting requirements for tracking of birth and morbidity.
- **Law Enforcement** — As required under state or federal law, your health information will be disclosed to appropriate health oversight agencies, public health authorities, law enforcement officials, or attorneys: (1) In response to a valid subpoena; (2) In the event that a staff member or business associate of this office believes in good faith that one or more clients, workers, or the general public are endangered due to suspected unlawful conduct of a practitioner or violations of professional or clinical standards; (3) When a client is a suspected victim of abuse, neglect or domestic violence.

It is the Company's practice to consider the following as routine uses and disclosures for which specific authorization will not be requested. You have the right to request restrictions on these uses. Otherwise, the Company will request your authorization whenever disclosure of personal health information is necessary to parties other than those referenced here.

- **Business Associates** — Some or all of your health information may be subject to disclosure through contracts for services to assist this office in providing health care. To protect your health information, we require these Business Associates to follow the same standards held by this office through terms detailed in a written agreement.

- **Communications with Family** — Using best judgment, a family member, close personal friend identified by you, personal representative, or other persons responsible for your care may be notified or given information about your care to assist them in enhancing your well-being or to confirm your whereabouts.

- **Marketing and Fundraising** — Paris Holistic Health, LLC may send information to you about treatment alternatives and other health-related benefits that you may find useful. The Company may also contact you to request your charitable support in order to keep client fees reasonable and provide for continuing practitioner training and research. Persons contacting you are Company employees and will know only that you have been a client but have no access to your health records.