

CLIENT RIGHTS

Right to request how we contact you:

It is our common practice to communicate with you at the designated address and telephone number(s) provided by you about health matters such as appointment reminders, etc. Sometimes we may need to leave messages on your voicemail. You have the right to request that we communicate with you differently, as follows:

May we contact you at home?	yes	no
May we contact you at work?	yes	no
May we contact you by cell phone?	yes	no
May we contact you by email?	yes	no

Right to release your records:

You may consent in writing to release your records to others. You have the right to revoke this authorization, in writing, at any time. However, a revocation is not valid to the extent that, previous to revocation, we acted in reliance on such authorization.

Right to inspect and copy your records:

You have the right to inspect and obtain a copy of your information contained in our records. To request access to your information, contact Mindfulness Matters, P.C. in writing. You may be charged a fee, as provided by statute, for the costs of copying, mailing, and supplies.

Right to add information or amend your records:

If you feel that information contained in your record is incorrect or incomplete, you may ask us to add information to amend the record. We will make a decision on your request with 60 days or, in some cases, within 90 days. We may deny your request to add or amend information under certain circumstances. If we deny your request, you have a right to file a statement that you disagree. Your statement and our response will be added to your record. If we deny your request, you have the right to apply to a court of law for relief. To request an amendment, you must contact Mindfulness Matters, P.C. We require you to submit your request in writing and to provide an explanation concerning the reason for your request.

Right to an accounting of disclosures:

You may request an accounting of disclosures, if any, of your information, except for information we used for treatment, payment, or health care operational purposes, information that we shared with you or your family, information that you provided your specific consent to release, and information we were required to release. To receive an accounting of disclosures made for a specific time period of no older than six years and after April 14, 2003, please submit your request in writing to Mindfulness Matters, P.C. We will notify you of the cost involved in preparing this list.

Right to request restrictions on uses and disclosures of your health information:

You have the right to ask for restrictions on certain uses and disclosures of your health information. This request must be in writing and submitted to Mindfulness Matters, P.C. However, while we are not required to agree to such a request, we will consider and discuss the matter, and your options, with you.

Right to complain:

If you believe your privacy rights have been violated, please contact us personally, and discuss your concerns. If you are not satisfied with the outcome, you may file a written complaint with the U.S. Department of Health and Human Services. An individual will not be retaliated against for filing such a complaint.

Right to receive notice of changes in policy:

You have the right to receive any future policy changes resulting from changes in state and federal laws by requesting same in writing from Mindfulness Matters, P.C.