

Propel Notice of Privacy Practices

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Safeguarding Your Protected Health Information

The Propel Comprehensive Wellness, LLC is committed to protecting your health and personal information. In order to provide assistance to you, The

Propel Comprehensive Wellness, LLC will ask for certain health and personal information, and that information will be entered into your client record.

The information in your record may be used to serve you, as well as to offer additional services to you. Propel Comprehensive Wellness, LLC is required to follow the practices in this policy, although Propel Comprehensive Wellness, LLC reserves the right to change its privacy policy and the terms of this notice at any time.

How Propel Comprehensive Wellness, LLC May Use and Disclose Your Protected Information

Propel Comprehensive Wellness, LLC staff will only use your health and personal information when providing services to you. For uses beyond what Propel Comprehensive Wellness, LLC normally does, Propel Comprehensive Wellness, LLC must have your written authorization unless the law permits or requires it. The following are some examples of the possible uses and disclosures of your health or other information.

For service provision: Propel Comprehensive Wellness, LLC may share health and personal information in order to qualify for benefits and services, and to determine if services are appropriate.

For health care operations: The Option Group, LLC may use and share your health and personal information to evaluate the quality of services provided.

Other Uses and Disclosures of health information required or allowed by law:

Information purposes: Unless you provide us with alternative instructions, Propel Comprehensive Wellness, LLC may send materials about the program to your home, or the home of your designee.

Required by law: Propel Comprehensive Wellness, LLC may disclose health information when a law requires it to do so.

Health oversight activities: Propel Comprehensive Wellness, LLC may disclose your health and personal information to other agencies for oversight activities required by law. Examples of these oversight activities are audits, investigations, and licensure.

Avert threat to health or safety: In order to avoid a serious threat to health or safety, Propel Comprehensive Wellness, LLC may disclose health information as necessary to law enforcement or other persons who can reasonably prevent or lessen the threat of harm.

Abuse and neglect: Propel Comprehensive Wellness, LLC will disclose your information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, domestic violence, or some other crime. Propel Comprehensive Wellness, LLC may disclose your information to the extent necessary to avert a serious threat to your health or safety or the health and safety of others.

Families, Friends, or others directly involved in your care: Propel Comprehensive Wellness, LLC may share your information with people as it is directly related to their involvement in your care or payment for your care. The Option Group, LLC may also share health information with people to notify them about your location, general condition, or death.

Lawsuits, Disputes, and Claims: If you are involved in a lawsuit, a dispute, or a claim, Propel Comprehensive Wellness, LLC may disclose your information in response to a court or Administrative order, subpoena, discovery request, investigation of a claim filed on your behalf, or other lawful process.

You Have a Right to:

Request restrictions: You have a right to request a restriction or limitation on the health or personal information Propel Comprehensive Wellness, LLC discloses about you. Propel Comprehensive Wellness, LLC will accommodate your request if possible, but is not legally required to agree to the requested restriction. If

Propel Comprehensive Wellness, LLC agrees to a restriction, Propel Comprehensive Wellness, LLC will follow it except in emergency situations.

Request Confidential Communications: You have the right to ask that Propel Comprehensive Wellness, LLC send your written information to an alternative address or by an alternative means.

Inspect and Copy: You have a right to see your health and personal information upon your written request.

Request Amendment: You may request in writing that Propel Comprehensive Wellness, LLC correct or add to your record. Propel Comprehensive Wellness, LLC may deny the request if Propel Comprehensive Wellness, LLC determines that the health information is 1) correct and complete; 2) not created by us and/or not a part of our records; or 3) not permitted to be disclosed.

Accounting of disclosures: You have the right to request a list of the disclosures made of your personal and health information. Exceptions are information that has been used for treatment, payment, and operations. In addition Propel Comprehensive Wellness, LLC is not required to list disclosures made to you, based on your written authorization, provided for national security, or to law enforcement officials. You have the right to receive a paper copy of this Notice and/or an electronic copy by request.

To Report a Problem about our Privacy Practices

If you believe your privacy rights have been violated, you may file a complaint.

- You can file a complaint with the Department of Health and Mental Hygiene, Division of Corporate Compliance at 1-866-770-7175.

- You can file a complaint with the secretary of the U.S. Department of Health and Human Services, Office of Civil Rights. You may call the Department of Health and Mental Hygiene for the contact information.
