

Privacy Policy/ Notice of Privacy Practices

Last Updated 2-27-2023



Policy Statement: Myers-Davis Life Coaching, Inc. (hereinafter known as “MDLC”) is required by the federal law known as the Health Insurance Portability and Accountability Act (referred to as the HIPAA Privacy Rule) to maintain the privacy of Protected Health Information (PHI). We will provide you adequate notice of your rights and our legal duties and privacy practices with respect to protected health information. We will also notify affected individuals following a breach of unsecured protected health information. Protecting your confidential information is extremely important to us. We will use or disclose protected health information or any other identifying information in a manner that is consistent with this notice.

Using Protected Health Information

Our agency maintains a record (paper/electronic file) of the information we receive and collect about you and of the care we provide to you. This record can include (but is not limited to) physicians’ records, assessments, medication lists, progress notes, and billing information. This information is considered Protected Health Information (PHI). This information about you must be used and disclosed to other parties for purposes of providing our services to you. Except as otherwise provided in this notice or otherwise permitted under the HIPAA Privacy Rule, uses and disclosures of PHI will be made only with your written authorization subject to your right to revoke such authorization.

All MDLC employees who have access to PHI or other sensitive information have a responsibility to maintain at all times the confidentiality of this information. All employees are subject to sign a Confidentiality Agreement verifying their understanding of the importance of keeping this information private, as a condition of employment. Examples of sensitive or confidential information include, but are not limited to the following types of information:

1. Client demographics or financial information
2. Medical records of clients, diagnostic or clinical records in general
3. School district records
4. Employee files
5. Payroll
6. Billing

The policy of MDLC is to maintain patient confidentiality when using PHI in any form, including, but not limited to the following:

1. Verbal communications
2. Paper records
3. Electronic records
4. Notes maintained by staff
5. Email
6. White boards
7. Calendars (paper or electronic)
8. Electronic messaging (such as text messaging or other instant messaging)
9. Fax

Disclosure of your PHI to family members, other relatives and your close personal friends is allowed if:

- the information is directly relevant to the family or friend's involvement with your care; and
- you have either agreed to the disclosure or have been given an opportunity to object and have not objected.

Use and disclosure of your PHI is allowed without your consent, authorization or request under the following circumstances:

- When required by law.
- When emergency medical treatment is needed.
- When permitted for purposes of public health activities, including if you have been exposed to a communicable disease or are at risk of spreading such, if authorized by law.
- When authorized by law to report information about certain abuse, neglect or domestic violence to public authorities.
- For certain judicial or administrative proceedings.
- For certain law enforcement purposes.
- To a coroner or medical examiner for the purpose of identifying a deceased person, determining a cause of death or other duties as authorized by law; and funeral directors, consistent with applicable law.
- When consistent with applicable law to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.
- To the extent necessary to comply with workers' compensation or other similar programs established by law.

Right of Access

MDLC is required to give you access to your PHI upon your request. You have the right to be able to inspect or have a copy of your PHI, free of charge. Under very few circumstances, we may deny the request. You also have the right to request corrections to any information you feel is incorrect. Any request for corrections must be in writing and provide a supportive reason. We will also take reasonable steps to verify identity before granting access or making any corrections. Under very few circumstances, we may deny the request. If access is denied, you or your guardian will be provided with a written denial letter stating the basis for the denial.

Right of Revocation

If you provide MDLC authorization to use or disclose PHI about you, you may revoke that permission. You can request MDLC to restrict certain pieces of your PHI or restrict access to certain persons identified by you as well. This must be done in writing, at any time by sending a notice of revocation to our main office located @ 1141 E. Main St. Suite 102, Batesville, AR 72501. If you revoke your permission, MDLC will no longer use or disclose PHI about you for the reasons covered by your written authorization. Please be aware that we are not able to reverse any disclosures made prior to your revocation.

Right of Complaint

If you feel that your privacy rights have been violated, you may submit a Complaint and/or file a Grievance with our agency. You may call (870) 569-1052 or send a detailed letter to our main office located @ 1141 E. Main St. Suite 102, Batesville, AR 72501.

You also may file a complaint with the Secretary of the U.S. Department of Health and Human Services, Hubert H. Humphrey Building, 200 Independence Avenue S.W., Washington, D.C. 20201. This type of complaint must be filed in writing within 6 months of when the situation complained of occurred.

MDLC abides by a no-retaliation standard. You will not receive any discriminatory or harsh treatment due to filing a complaint.

MDLC is required to provide clients with notice of its privacy practices. We reserve the right to modify our privacy practices at any time. If a privacy practice is changed, a revised version of this notice will be posted on our website or sent by mail to you. If the revised notice is mailed to you, it shall be sent to the current address on file with us. Any revised version of this notice will be published/distributed within 60 days of the effective date of any material change to the privacy practices stated in this notice.