

Tree of Life Center for Wellbeing
Dana Tavares LMT

Privacy Notice

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THAT INFORMATION.

PLEASE REVIEW THIS NOTICE CAREFULLY.

Dana Tavares LMT dba Tree of Life Center for Wellbeing is committed to maintaining the privacy of your protected health information (PHI), which includes information, about your health condition and the care and treatment you receive from Dana Tavares LMT dba Tree of Life Center for Wellbeing. The creation of a record detailing the care and services you receive helps this office to provide you with quality health care. This Notice details how your PHI may be used and disclosed to third parties. This Notice also details your rights regarding your PHI.

USE AND DISCLOSURE OF INFORMATION

1. Dana Tavares LMT dba Tree of Life Center for Wellbeing may use and/or disclose your PHI for the purposes of:

(a) Treatment - In order to provide you with the health care you require, Dana Tavares LMT dba Tree of Life Center for Wellbeing will provide your PHI to those health care professionals whether on Dana Tavares LMT dba Tree of Life Center for Wellbeing's staff or not, directly involved in your care so that they may understand your health condition and needs. For example, a physician treating you for lower back pain may need to know the results of your latest physician examination by this office.

(b) Payment - In order to get paid for services provided to you, Dana Tavares LMT dba Tree of Life Center for Wellbeing will provide your PHI, directly or through a billing service, to appropriate third party payers, pursuant to their billing and payment requirements. For example, Dana Tavares LMT dba Tree of Life Center for Wellbeing may need to provide the Medicare program with information about health care services that you received from Dana Tavares LMT dba Tree of Life Center for Wellbeing so that Dana Tavares LMT dba Tree of Life Center for Wellbeing can be properly reimbursed. Dana Tavares LMT dba Tree of Life Center for Wellbeing may also need to tell your insurance plan about treatment you are going to receive so that it can determine whether or not it will cover the treatment expense.

(c) Health Care Operations - In order for The Dana Tavares LMT dba Tree of Life Center for Wellbeing to operate in accordance with applicable law and insurance requirements and in order for The Dana Tavares LMT dba Tree of Life Center for Wellbeing to continue to provide quality and efficient care, it may be necessary for The Dana Tavares LMT dba Tree of Life Center for Wellbeing to compile, use and/or disclose your PHI in order to evaluate the performance of Dana Tavares LMT dba Tree of Life Center for Wellbeing's personnel in providing care to you.

2. The Dana Tavares LMT dba Tree of Life Center for Wellbeing may also use and/or disclose your PHI in the following instances:

(a) De-identified Information - Information that does not identify you and, even without your name, cannot be used to identify you.

(b) Business Associate - To a business associate if The Dana Tavares LMT dba Tree of Life Center for Wellbeing obtains satisfactory written assurance, in accordance with applicable law, that the business associate will appropriately safeguard your PHI. A business associate is an entity that assists The Dana Tavares LMT dba Tree of Life Center for Wellbeing in undertaking some essential function, such as a billing company that assists the office in submitting claims for payment to insurance companies or other payers.

(c) Personal Representative - To a person who, under applicable law, has the authority to represent you in making decisions related to your health care.

(d) Emergency Situations-

(i) for the purpose of obtaining or rendering emergency treatment to you provided that The Dana Tavares LMT dba Tree of Life Center for Wellbeing attempts to obtain your acknowledgement of our Privacy Notice as soon as possible; or

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(ii) to a public or private entity authorized by law or by its charter to assist in disaster relief efforts, for the purpose of coordinating your care with such entities in an emergency situation.

(e) Communication Barriers - If, due to substantial communication barriers or inability to communicate Dana Tavares LMT dba Tree of Life Center for Wellbeing has been unable to obtain your acknowledgement of our Privacy Notice and The Dana Tavares LMT dba Tree of Life Center for Wellbeing determines, in the exercise of its professional judgment, that your consent to receive treatment is clearly inferred from the circumstances.

(f) Public Health Activities - Such activities include, for example, information collected by a public health authority, as authorized by law, to prevent or control disease.

(g) Abuse, Neglect or Domestic Violence - To a government authority if The Dana Tavares LMT dba Tree of Life Center for Wellbeing is required by law to make such disclosure. If The Dana Tavares LMT dba Tree of Life Center for Wellbeing is authorized by by law to make such a disclosure, it will do so if it believes that the disclosure is necessary to prevent serious harm.

(h) Health Oversight Activities - Such activities, which must be required by law, involve government agencies and may include, for example, criminal investigations, disciplinary actions, or general oversight activities relating to the community's health care system.

(i) Judicial and Administrative Proceeding - For example, The Dana Tavares LMT dba Tree of Life Center for Wellbeing may be required to disclose your PHI in response to a court order or a lawfully issued subpoena.

(j) Law Enforcement Purposes - In certain instances, your PHI may have to be disclosed to a law enforcement official. For example, your PHI may be the subject of a grand jury subpoena. Or, The Dana Tavares LMT dba Tree of Life Center for Wellbeing may disclose your PHI if Dana Tavares LMT dba Tree of Life Center for Wellbeing believes that your death was the result of criminal conduct.

(k) Coroner or Medical Examiner - The Dana Tavares LMT dba Tree of Life Center for Wellbeing may disclose your PHI to a coroner or medical examiner for the purpose of identifying you or determining your cause of death.

(l) Organ, Eye or Tissue Donation - If you are an organ donor, The Dana Tavares LMT dba Tree of Life Center for Wellbeing may disclose your PHI to the entity to whom you have agreed to donate your organs.

(m) Research - If The Dana Tavares LMT dba Tree of Life Center for Wellbeing is involved in research activities, your PHI may be used, but such use is subject to numerous governmental requirements intended to protect the privacy of your PHI.

(n) Avert to Threat to Health or Safety - The Dana Tavares LMT dba Tree of Life Center for Wellbeing may disclose your PHI if it believes that such disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a apersn or the public and the disclosure is to an individual who is reasonable able to prevent or lessen the threat.

(o) Specialized Government Functions - This refers to disclosures of PHI that relate primarily to military and veteran activity.

(p) Workers' Compensation - If you are involved in a Workers' Compensation claim, The Dana Tavares LMT dba Tree of Life Center for Wellbeing may be required to disclose your PHI to an individual or entity that is part of the Workers' Compensation system.

(q) National Security and Intelligence Activities - The Dana Tavares LMT dba Tree of Life Center for Wellbeing may disclose your PHI in order to provide authorized governmental officials with necessary intelligence information for national security activities and purposed authorized by law.

(r) Military and Veterans - If you are a member of the armed forces, The Dana Tavares LMT dba Tree of Life Center for Wellbeing may disclose your PHI as required by the military command authorities.

APPOINTMENT REMINDER

Tree of Life Center for Wellbeing
19B Sheepscot Rd
Newcastle, ME. 04553
(207) 563-2737
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Dana Tavares LMT

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The Dana Tavares LMT dba Tree of Life Center for Wellbeing may, from time to time, contact you to provide appointment reminders for information about treatment alternatives or other health-related benefits and services that may be of interest to you. The following appointment reminders are used by The Dana Tavares LMT dba Tree of Life Center for Wellbeing:

- a) Text message
- b) Telephoning your home or work and leaving a message on your answering machine or with the individual answering the phone.
- c) Via email

FACSIMILE TRANSMISSIONS

The Dana Tavares LMT dba Tree of Life Center for Wellbeing may from time to time transmit information about you to insurers, other health care professionals and providers, and appropriate governmental agencies utilizing facsimile transmissions.

FAMILY & FRIENDS

The Dana Tavares LMT dba Tree of Life Center for Wellbeing may disclose to your family member, other relative, a close personal friend, or any other person identified by you, your PHI directly relevant to such person's involvement with your care or the payment for your care. Dana Tavares LMT dba Tree of Life Center for Wellbeing may also use or disclose your PHI to notify or assist in the notification (including identifying or locating) a family member, a personal representative, or another person responsible for your care, of your location, general condition or death.

However in both cases, the following conditions will apply:

- (a) If you are present at or prior to the use or disclosure of your PHI, The Dana Tavares LMT dba Tree of Life Center for Wellbeing may use or disclose you PHI if you agree, or if The Dana Tavares LMT dba Tree of Life Center for Wellbeing can reasonable infer from the circumstances, based on the exercise of its professional judgment, that you do not object to the use or disclosure.
- (b) If you are not present, The Dana Tavares LMT dba Tree of Life Center for Wellbeing will, in the exercise of professional judgment, determine whether the use or disclosure is in the best interests and, if so, disclose only the PHI that is directly relevant to the person's involvement with your care.

AUTHORIZATION: YOUR RIGHTS

1. You have the right to:

- (a) Revoke any Authorization, in writing, at any time, To request a revocation, you must submit a written request to Dana Tavares LMT dba Tree of Life Center for Wellbeing.
- (b) Request restrictions on certain use and/or disclosure of your PHI as provided by law. However, The Dana Tavares LMT dba Tree of Life Center for Wellbeing is not obligated to agree to any requested restrictions. To request restrictions, you must submit a written request to Dana Tavares LMT dba Tree of Life Center for Wellbeing. In your written request, you must inform The Dana Tavares LMT dba Tree of Life Center for Wellbeing of what information you want to limit, whether you want to limit The Dana Tavares LMT dba Tree of Life Center for Wellbeing's use or disclosure, or both, and to whom you want the limits to apply. If The Dana Tavares LMT dba Tree of Life Center for Wellbeing agrees to your request, The Dana Tavares LMT dba Tree of Life Center for Wellbeing will comply with your request unless the information is needed in order to provide you with emergency treatment.
- (c) Receive confidential communications or PHI by alternative means or at alternative locations. You must make your request in writing to The Dana Tavares LMT dba Tree of Life Center for Wellbeing. The Dana Tavares LMT dba Tree of Life Center for Wellbeing will accommodate all reasonable requests.
- (d) Inspect and copy your PHI as provided by law. To inspect and copy your PHI, you must submit a written request to Dana Tavares LMT dba Tree of Life Center for Wellbeing. The Dana Tavares LMT dba Tree of Life Center for Wellbeing can charge you a fee for the cost of copying, mailing or other supplies associated with your request. In certain situations that are defined by law, The Dana Tavares LMT dba Tree of Life Center for Wellbeing may deny your request, but you will have the right to have the denial reviewed as set forth more fully in the written denial notice.
- (e) Amend you PHI as provided by law. To request an amendment, you must submit a written request to Dana Tavares LMT dba Tree of Life Center for Wellbeing. You must provide a reason that supports your request. The Dana Tavares LMT dba Tree of Life Center for Wellbeing may deny your request if it is not in writing, if you do not provide a reason in support of your request, if the information to be amended was not created by The Dana Tavares LMT dba Tree of Life Center for Wellbeing (unless the individual or entity that created the information is no

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longer available), if the information is not part of your PHI maintained by The Dana Tavares LMT dba Tree of Life Center for Wellbeing, if the information is not part of the information you would be permitted to inspect and copy, and/or if the information is accurate and complete. If you disagreed with the Dana Tavares LMT dba Tree of Life Center for Wellbeing denial you will have the right to submit a written statement of disagreement.

(f) Receive an accounting of disclosures of your PHI as provided by law. To request an accounting, you must submit a written request to The Dana Tavares LMT dba Tree of Life Center for Wellbeing's Privacy Officer. The request must state a time period which may not be longer than (6) years and may not include dates before November 1, 2006. The request should indicate in what form you want the list (such as paper or electronic copy). The first list you request within a twelve (12) month period will be free, but The Dana Tavares LMT dba Tree of Life Center for Wellbeing may charge you for the cost of providing additional lists. The Dana Tavares LMT dba Tree of Life Center for Wellbeing will notify you of the costs involved and you can decide to withdraw or modify your request before any costs are incurred.

(g) Receive a paper copy of this privacy Notice from The Dana Tavares LMT dba Tree of Life Center for Wellbeing upon request to the Privacy Officer.

(h) Complain to The Dana Tavares LMT dba Tree of Life Center for Wellbeing or to the Secretary of HHS if you believe your privacy rights have been violated. To file a complaint with The Dana Tavares LMT dba Tree of Life Center for Wellbeing, you must contact The Dana Tavares LMT dba Tree of Life Center for Wellbeing. All complaints must be in writing.

(i) To obtain more information on, or have your questions about your rights answered, you may contact Dana Tavares LMT. At the Dana Tavares LMT dba Tree of Life Center for Wellbeing at (207)563-2737

The Dana Tavares LMT dba Tree of Life Center for Wellbeing

(a) Is required by federal law to maintain the privacy of your PHI and to provide you with this Privacy Notice detailing the Dana Tavares LMT dba Tree of Life Center for Wellbeing's legal duties and privacy practices with respect to your PHI.

(b) Is required by State law to maintain a higher level of confidentiality with respect to certain portions of your medical information that is provided for under federal law.

(c) Is required to abide by the terms of this Privacy Notice.

(d) reserves the right to change the terms of this Privacy Notice and to make the new Privacy Notice provisions effective for all of you PHI that it maintains.

(e) Will distribute any revised Privacy Notice to you prior to implementation.

(f) Will not retaliate against you for filing a complaint

EFFECTIVE DATE

This Notice is in effect as of 5/1/2021