



# HOSKINSON

## HEALTH & WELLNESS CLINIC

Effective Date: January 20, 2026

IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE OR IF YOU NEED MORE INFORMATION, PLEASE CONTACT OUR PRIVACY OFFICER:

Compliance Officer: Mike Runquist

Phone #: 307-387-9850

Fax #: 307-387-9883

### About This Notice

We are required by law to maintain the privacy of Protected Health Information and to give you this Notice explaining our privacy practices with regard to that information. You have certain rights – and we have certain legal obligations – regarding the privacy of your Protected Health Information, and this Notice also explains your rights and our obligations. We are required to abide by the terms of the current version of this Notice.

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED OR DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

### What is Protected Health Information?

“Protected Health Information” is information that individually identifies you and that we create or get from you or from another health care provider, health plan, your employer, or a health care clearinghouse and that relates to (1) your past, present, or future physical or mental health or conditions, (2) the provision of health care to you, or (3) the past, present, or future payment for this health care.

Hoskinson Health & Wellness Clinic

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[www.hoskinsonhealth.com](http://www.hoskinsonhealth.com)

## **How We May Use and Disclose Your Protected Health Information**

Federal law provides additional privacy protections for certain protected health information related to reproductive health care. We are prohibited from using or disclosing protected health information for the purpose of investigating or imposing criminal, civil, or administrative liability on any person for seeking, obtaining, providing, or facilitating lawful reproductive health care. We will not use or disclose protected health information for such prohibited purposes, including in response to requests from law enforcement or other governmental authorities, unless the request meets all applicable requirements under federal law.

We may use and disclose your Protected Health Information in the following circumstances; however, when using or disclosing protected health information, we make reasonable efforts to limit the information to the minimum necessary to accomplish the intended purpose, except where the minimum necessary standard does not apply under the law:

**\*For Treatment.** We may use or disclose your Protected Health Information to give your medical treatment or services and to manage and coordinate needed medical care. For example, your Protected Health Information may be provided to a physician or other health care provider (e.g., a specialist or laboratory) to whom you have been referred to ensure that the physician or other health care provider has the necessary information to determine a diagnosis or treatment or provide you with a service.

**\*For Payment.** We may use and disclose your Protected Health Information so that we can bill for the treatment and services received from us and can collect payment from you, a health plan, or a third party. This use and disclosure may include certain activities that your health insurance plan may undertake before it approves or pays for the health care services, we recommend, such as making a determination of eligibility or coverage for insurance benefits, reviewing services provided to you for medical necessity, and undertaking utilization review activities. For example, we may need to give your health plan information about your treatment in order to obtain payment.

**\*For Health Care Operations.** We may use and disclose Protected Health Information for our health care operations. For example, we may use your Protected Health Information to internally review the quality of the treatment and services you receive and to evaluate the performance of our team members providing this care. We also may disclose information to physicians, nurses, medical technicians, medical students, and other authorized personnel for educational purposes. Additionally, we may use your Protected Health Information, including non-de-identified information, for in-house research purposes aimed at improving patient care, developing new treatments, and enhancing our medical services. These research activities will be conducted in compliance with applicable laws, including the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state regulations.

**Appointments Reminders/Treatment Alternatives/Health-Related Benefits and Services.** We may use and disclose Protected Health Information to contact you to remind you that you have an appointment for medical care, or to contact you to tell you about possible treatment options or alternatives or health related benefits and services that may be of interest to you. We may communicate with you through electronic means, such as patient portals, email, or text messaging, when appropriate. Text messaging is not a secure form of communication and may be viewed by others with access to your mobile device. You may opt out of receiving text messages at any time by replying STOP or by contacting our office. These communications are conducted using reasonable safeguards to protect your privacy. Text messaging communications are used for limited administrative and care-coordination purposes, such as appointment reminders, scheduling, billing notifications, and general office communications. We do not use text messaging to communicate detailed medical information, diagnoses, or treatment instructions.

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**\*Minors.** We may disclose the Protected Health Information of minor children to their parents or guardians unless such disclosure is otherwise prohibited by law.

**\*Research.** We may use and disclose your Protected Health Information for research purposes, but we will only do that if the research has been specifically approved by an authorized Institutional review board or a privacy board that has reviewed the research proposal and has set up protocols to ensure the privacy of your Protected Health Information. Even without that special approval, we may permit researchers to look at Protected Health Information to help them prepare for research, for example, to allow them to identify patients who may be included in their research project, as long as they do not remove, or take a copy of, any Protected Health Information. We may use and disclose a limited data set that does not contain specific readily identifiable information about you for research. However, we only disclose a limited data set that does not contain specific readily identifiable information about you for research. However, we will only disclose the limited data set if we enter into a data use agreement with the recipient who must agree to (1) use the data set only for the purposes for which it was provided, (2) ensure the confidentiality and security of the data, and (3) not identify the information or use it to contact any individual.

**As Required by Law.** We will disclose Protected Health Information about you when required to do so by applicable federal, state, or local law. However, we will not disclose protected health information for purposes that are prohibited by federal law, including disclosures related to lawful reproductive health care, even if a request is made under the guise of legal authority.

**\*To Avert a Serious Threat to Health or Safety.** We may use and disclose Protected Health Information when necessary to prevent a serious threat to your health or safety or to the health or safety of others. But we will only disclose the information to someone who may be able to help prevent the threat.

**\*Business Associates.** We may disclose Protected Health Information to our business associates who perform functions on our behalf or provide us with services if the Protected Health Information is necessary for those functions or services. For example, we may use another company to do our billing, or to provide transcription or consulting services for us. Business associates are permitted to use and disclose protected health information only as allowed by law and under written agreements requiring them to safeguard your information. .

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**\*Organ and Tissue Donation.** If you are an organ or tissue donor, we may use or disclose your Protected Health Information to organizations that handle organ procurement or transplantation – such as an organ donation bank – as necessary to facilitate organ or tissue donation and transplantation.

**\*Military and Veterans.** If you are a member of an armed forces family, we may disclose Protected Health Information as required by military command authorities.

**\*Workers' Compensation.** We may use or disclose Protected Health Information for workers' compensation or similar programs that provide benefits for work-related injuries or illness.

**\*Public Health Risk.** We may disclose Protected Health Information for public health activities. This includes disclosures to: (1) a person subject to the jurisdiction of the Food and Drug Administration ("FDA") for purposes related to the quality, safety or effectiveness of an FDA-regulated product or activity; (2) prevent or control disease, injury or disability; (3) report births and deaths; (4) report child abuse or neglect; (5) report reactions to medications or

problems with products; (6) notify people of recalls of products they may be using; and (7) a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition.

**\*Abuse, Neglect, or Domestic Violence.** We may disclose Protected Health Information to the appropriate government authority if we believe a patient has been the victim of abuse, neglect, or domestic violence and the patient agrees or we are required or authorized by law to make that disclosure.

**\*Health Oversight Activities.** We may disclose Protected Health Information to a health oversight agency for activities authorized by law. These oversight activities include, for example, audits, investigations, inspections, licensure, and similar activities that are necessary for the government to monitor the health care system, government programs, and compliance with civil rights laws.

**\*Data Breach Notification Purposes.** We may use or disclose your Protected Health Information to provide legally required notices of unauthorized access to or disclosure of your health information.

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**\*Lawsuits and Disputes.** If you are involved in a lawsuit or a dispute, we may disclose Protected Health Information in response to a court or administrative order. We may also disclose Protected Health Information in response to a subpoena, discovery request, or other legal process from someone else involved in the dispute, but only if efforts have been made to tell you about the request or to get an order protecting the information requested. We may also use or disclose your Protected Health Information to defend ourselves in the event of a lawsuit.

**\*Law Enforcement.** We may disclose Protected Health Information to law enforcement officials, as permitted or required by law. However, we will not disclose protected health information for the purpose of investigating or imposing criminal, civil, or administrative liability related to lawful reproductive health care. Any such disclosures must comply with applicable federal requirements. In certain circumstances, federal law requires a person or entity requesting access to protected health information to provide a signed written statement confirming that the requested use or disclosure is not for a purpose prohibited by law. When

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such an attestation is required, we will not disclose the information unless and until a valid attestation is received.

**\*Military Activity and National Security.** If you or your family members are involved with military, national security or intelligence activities or if you are in law enforcement custody, we may disclose your Protected Health Information to authorized officials so they may carry out their legal duties under the law.

**\*Coroners, Medical Examiners, and Funeral Directors.** We may disclose Protected Health Information to a coroner, medical examiner, or funeral director so that they can carry out their duties.

### **Uses and Disclosures That Require Us to Give You an Opportunity to Object and Opt Out**

**\*Individuals Involved in Your Care or Payment for Your Care.** Unless you object, we may disclose to a member of your family, a relative, a close friend of any other person you identify, your Protected Health Information that directly relates to that person's involvement in your health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that is in your best interest based on our professional judgment.

**\*Disaster Relief.** We may disclose your Protected Health Information to disaster relief organizations that seek your Protected Health Information to coordinate your care or notify family and friends of your location or condition in a disaster. We will provide you with an opportunity to agree or object to such a disclosure whenever we practicably can do so.

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**\*Fundraising Activities.** We may use or disclose your Protected Health Information, as necessary, in order to contact you for fundraising activities. You have the right to opt out of receiving fundraising communications. If you do not want to receive these materials, please submit a written request to the Privacy Officer.

### **Your Written Authorization is Required for Other Uses and Disclosures**

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In some circumstances, federal or state law may provide greater privacy protections than those described in this Notice. When that occurs, we will comply with the law that provides the greatest level of protection for your protected health information. The following uses and disclosures of your Protected Health Information will be made only with your written authorization:

- \*Most Uses and disclosures of psychotherapy notes or evaluations by psychologists; Uses and disclosures of Protected Health Information for marketing purposes; and

- \*Disclosures that constitute a sale of your Protected Health Information.

- \*Any information related to diagnose or treatment of HIV, Alcohol and Substance Abuse Information, Mental Health Information or Genetic Information.

We will not require you to explain why you are requesting access to your records, and we will not impose unreasonable measures that delay or restrict your access to your protected health information. Other uses and disclosures of Protected Health Information not covered by this Notice or the laws that apply to us will be made only with your written authorization. If you do give us an authorization, you may revoke it at any time by submitting a written revocation to our Privacy Officer and we will no longer disclose Protected Health Information under the authorization. But disclosure that we made in reliance on your authorization before you revoked it will not be affected by the revocation.

### **Your Rights Regarding Your Protected Health Information**

You have the following rights, subject to certain limitations, regarding your Protected Health Information.

- \*Right to Inspect and Copy.** You have the right to inspect and copy Protected Health Information that may be used to make decisions about your care or payment for this care.

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We have up to 30 days to make your Protected Health Information available to you and we may charge you a reasonable fee for the costs of copying, mailing or other supplies associated with this request. We may not charge you a fee if you need the information for a claim for benefits under the Social Security Act or any other state or federal needs-based benefit program. We



may deny your request in certain limited circumstances. If we do deny your request, you have the right to have the denial reviewed by a licensed healthcare professional who was not directly involved in the denial of your request, and we will comply with the outcome of the review. You have the right to receive your protected health information in electronic form, including by email, when requested and when reasonably available.

**\*Right to a Summary or Explanation.** We can also provide you with a summary of your Protected Health Information, rather than the entire record, or we can provide you with an explanation of the Protected Health Information which has been provided to you, so long as you agree to this alternative form and pay the associated fees.

**\*Right to an Electronic Copy of a Breach.** You have the right to be notified upon a breach of any of your unsecured Protected Health Information.

**\*Right to Request Amendments.** If you feel that the Protected Health Information, we have is incorrect or incomplete, you may ask us to amend this information. You have the right to request an amendment for as long as the information is kept by or for us. A request for amendment must be made in writing to the Privacy Officer at the address provided at the beginning of this Notice and it must tell us the reason for your request. In certain cases, we may deny your request for an amendment. If we deny your request for an amendment, you have the right to file a statement of disagreement with us and we may prepare a rebuttal to your statement and will provide you with a copy of any such rebuttal.

**\*Right to an Accounting of Disclosures.** You have the right to ask for an “accounting of disclosures,” which is a list of the disclosures we made of your Protected Health Information. This right applies to disclosures for purposes other than treatment, payment or healthcare operations as described in this Notice. It excludes disclosures we may have made to you, for a resident directory, to family members or friends involved in your care, or for notification purposes. The right to receive this information is subject to certain exceptions, restrictions and limitations.

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Additionally, limitations are different for electronic health records. The first accounting of disclosures you request within any 12-month period will be free. For additional requests within the same period, we may charge you for the reasonable costs of providing the accounting. We

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will tell what the costs are, and you may choose to withdraw or modify your request before you the costs are incurred.

**\*Right to Request Restrictions.** You have the right to request a restriction or limitation on the Protected Health Information we use or disclose for treatment, payment, or health care operations. You also have the right to request a limit on the Protected Health Information we disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. To request a restriction on who may have access to your Protected Health Information, you must submit a written request to the Privacy Officer. Your request must state specific restriction requested and to whom you want the restriction to apply. We are not required to agree to your request. Unless you are asking us to restrict the use and disclosure of your Protected Health Information to a health plan for payment or health care operation purposes and such information you wish to restrict pertains solely to a health care item or service for which you have paid us “out-of-pocket” in full. If we do agree to the requested restriction, we may not use or disclose your Protected Health Information in violation of that restriction unless it is needed to provide emergency treatment.

**Out-of-Pocket Payments.** If you paid out-of-pocket (or in other words, you have requested that we not bill your health plan) in full for a specific item or service, you have the right to ask that your Protected Health Information with respect to that item or service not be disclosed to a health plan for purposes of payment or health care operations, and we will honor that request.

**\*Right to Request Confidential Communications.** You have the right to request that we communicate with you only in certain ways to preserve your privacy. For example, you may request that we contact you by mail at a specific address or call you only at your work number. You must make any such request in writing and you must specify how or where we are to contact you. We will accommodate all reasonable requests. We will not ask you the reason for your request. This includes the right to request that we not communicate with you by text message.

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**\*Right to a Paper Copy of This Notice.** You have the right to a paper copy of this Notice, even if you have agreed to receive this Notice electronically. You may request a copy of this Notice at any time.

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## **How to Exercise Your Rights**

To exercise your rights described in this Notice, send your request, in writing, to our Privacy Officer at the address listed at the beginning of this Notice. We may ask you to fill out a form that we will supply. To exercise your right to inspect and copy your Protected Health Information, you may also contact your physician directly. To get a paper copy of this Notice, contact our Privacy Officer by phone or mail.

## **Changes to this Notice**

We reserve the right to change this Notice. We reserve the right to make the changed Notice effective for Protected Health Information we already have as well as for any Protected Health Information we can create or receive in the future. A copy of our current Notice is posted in our office and on our website.

## **Complaints**

You may file a complaint with us or with the Secretary of the United States Department of Health and Human Services if you believe your privacy rights have been violated.

To file a complaint with us, contact our Compliance Officer at the address listed at the beginning of this Notice. Our Privacy Officer is responsible for overseeing compliance with federal and state privacy laws and responding to privacy-related questions or concerns. All complaints must be made in writing and should be submitted within 180 days of when you knew or should have known the suspected violation. There will be no retaliation against you for filing a complaint.

To file a complaint with the Secretary, mail to: The U.S. Department of Health & Human Services Office of Civil Rights, 1961 Stout Street, Room 08-148, Denver, CO 80294, Telephone: (303) 844-3372, Fax: (303) 293-0512, E-Mail [HHSRegion8ORD@hhs.gov](mailto:HHSRegion8ORD@hhs.gov)

<https://www.hhs.gov/hipaa/filing-a-complaint/index.html>

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