

HIPAA Notice of Privacy Practices

Please note that this notice is required by Federal and State Law, and the information it contains is mandated by that law. If you have any questions about how your Protected Health Information (PHI) is used, please contact Heartwood and Bloom Counseling PLLC directly.

NOTICE OF PRIVACY PRACTICES NOTICE:

I keep a record of the health care services I provide you. You may ask me to see and copy that record. You may also ask me to correct that record. I will not disclose your record to others unless you direct me to do so or unless the law authorizes or compels me to do so. You may see your record or get more information about it at Heartwood and Bloom Counseling PLLC, 5470 Shilshole Ave NW, Suite 400, Seattle, WA 98107.

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

Health care practitioners are required by law to maintain the privacy and security of your protected health information ("PHI") and to provide you with this Notice of Privacy Practices ("Notice"). Heartwood and Bloom Counseling PLLC must abide by the terms of this Notice, and notify you if a breach of your unsecured PHI occurs.

This document may be updated without notice so please review it each time you visit us. A copy of this statement is always available upon request. Except for the specific purposes set forth below, we will use and disclose your PHI only with your written authorization ("Authorization").

It is your right to revoke such Authorization at any time by giving me written notice of your revocation.

Uses (Inside Practice) and Disclosures (Outside Practice) Relating to Treatment, Payment, or Health Care Operations Do Not Require Your Written Consent.

Heartwood and Bloom Counseling PLLC can use and disclose your PHI without your Authorization for the following reasons:

1. For your treatment. Heartwood and Bloom Counseling PLLC can use and disclose your PHI to treat you, which may include disclosing your PHI to another health care professional. For example, if you are being treated by a physician or a psychiatrist, Heartwood and Bloom Counseling PLLC can disclose your PHI to him or her to help coordinate your care, although our preference is for you to give us an Authorization to do so.
2. To obtain payment for your treatment. Heartwood and Bloom Counseling PLLC can use and disclose your PHI to bill and collect payment for the treatment and services provided by your Heartwood and Bloom Counseling PLLC practitioner to you. For example, Heartwood and Bloom Counseling PLLC might send your PHI to your insurance company to get paid for the health care services that we have provided to you, although our preference is for you to give us an Authorization to do so.
3. For health care operations. Heartwood and Bloom Counseling PLLC can use and disclose your PHI for purposes of conducting health care operations pertaining to our practice, including contacting you when necessary. This includes review of treatment and business activities, for certification and staff training, and for compliance and licensing activities. For example, Heartwood and Bloom Counseling PLLC may need to disclose your PHI to our attorney to obtain advice about complying with applicable laws.

Certain Uses and Disclosures Require Your Authorization.

1. Psychotherapy Notes. Each Heartwood and Bloom Counseling PLLC practitioner keeps a record of your treatment and you may request a copy of such record at any time, or you may request that we prepare a summary of your treatment. There may be reasonable, cost-based fees involved with copying the record or preparing the summary.

2. Marketing Purposes. Heartwood and Bloom Counseling PLLC will not use or disclose your PHI for marketing purposes. Marketing is defined as receiving financial enumeration for communicating about other businesses' health-related services or products to patients.
3. Sale of PHI. Heartwood and Bloom Counseling PLLC will not sell your PHI in the regular course of my business.

Certain Uses and Disclosures Do Not Require Your Authorization.

Subject to certain limitations mandated by law, Heartwood and Bloom Counseling PLLC can use and disclose your PHI without your Authorization for the following reasons:

1. When disclosure is required by state or federal law, and the use or disclosure complies with and is limited to the relevant requirements of such law.
2. For public health activities, including reporting suspected child, elder, or dependent adult abuse, or preventing or reducing a serious threat to anyone's health or safety.
3. For health oversight activities, including audits and investigations.
4. For judicial and administrative proceedings, including responding to a court or administrative order, although our preference is to obtain an Authorization from you before doing so.
5. For law enforcement purposes, including reporting crimes occurring on our premises.
6. To coroners or medical examiners, when such individuals are performing duties authorized by law.

7. For research purposes, including studying and comparing the mental health of patients who received one form of therapy versus those who received another form of therapy for the same condition.
8. Specialized government functions, including, ensuring the proper execution of military missions; protecting the President of the United States; conducting intelligence or counterintelligence operations; or, helping to ensure the safety of those working within or housed in correctional institutions.
9. For workers compensation purposes. Although our preference is to obtain an Authorization from you, we may provide your PHI in order to comply with workers compensation laws.
10. Appointment reminders and health related benefits or services. Heartwood and Bloom Counseling PLLC may use and disclose your PHI to contact you to remind you that you have an appointment with us. Heartwood and Bloom Counseling PLLC may also use and disclose your PHI to tell you about treatment alternatives, or other health care services or benefits that we offer. Certain Uses and Disclosures Require You to Have the Opportunity to Object.
11. Disclosures to family, friends, or others. Heartwood and Bloom Counseling PLLC may provide your PHI to a family member, friend, or other person that you indicate is involved in your care or the payment for your health care, unless you object in whole or in part. The opportunity to consent may be obtained retroactively in emergency situations.

YOUR RIGHTS REGARDING YOUR PHI

You have the following rights with respect to your PHI:

1. The Right to Request Limits on Uses and Disclosures of Your PHI. You have the right to ask Heartwood and Bloom Counseling PLLC not to use or disclose certain PHI for treatment, payment, or health care operations purposes. Heartwood and Bloom Counseling PLLC is not required to agree

to your request, and may say “no” if we believe it would affect your health care.

2. The Right to Request Restrictions for Out-of-Pocket Expenses Paid for In Full. You have the right to request restrictions on disclosures of your PHI to health plans for payment or health care operations purposes if the PHI pertains solely to a health care item or a health care service that you have paid for out-of-pocket in full.
3. The Right to Choose How I Send PHI to You. You have the right to ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address, and we will agree to all reasonable requests.
4. The Right to See and Get Copies of Your PHI. Other than “psychotherapy notes,” you have the right to get an electronic or paper copy of your medical record and other information that we have about you. Heartwood and Bloom Counseling PLLC will provide you with a copy of your record, or a summary of it, if you agree to receive a summary, within 30 days of receiving your written request, and I may charge a reasonable, cost based fee for doing so.
5. The Right to Get a List of the Disclosures Heartwood and Bloom Counseling PLLC Has Made. You have the right to request a list of instances in which Heartwood and Bloom Counseling PLLC has disclosed your PHI for purposes other than treatment, payment, or health care operations, or for which you provided me with an Authorization. We will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list we give you will include disclosures made in the last six years unless you request a shorter time. Heartwood and Bloom Counseling PLLC will provide the list to you at no charge, but if you make more than one request in the same year, we will charge you a reasonable cost based fee for each additional request.
6. The Right to Correct or Update Your PHI. If you believe that there is a mistake in your PHI, or that a piece of important information is missing from your PHI, you have the right to request that Heartwood and Bloom Counseling, PLLC correct the existing information or add the missing

information. We may say “no” to your request, but will tell you why in writing within 60 days of receiving your request.

7. The Right to Get a Paper or Electronic Copy of this Notice. You have the right to get a paper copy of this Notice, and you have the right to get a copy of this notice by e-mail. And, even if you have agreed to receive this Notice via e-mail, you also have the right to request a paper copy of it.
8. Right to Opt Out. You have the right to choose not to receive fundraising communications. However, I will not contact you for fundraising purposes.
9. Right to Notice of Breach. You have the right to be notified of any breach of your unsecured PHI.

HOW TO COMPLAIN ABOUT Heartwood and Bloom Counseling PLLC

PRIVACY PRACTICES

If you think Heartwood and Bloom Counseling PLLC may have violated your privacy rights, you may file a complaint with us. If you have any complaints, concerns, or questions about this Notice of Privacy Practices, please contact our Privacy and Security officer.

The contact information is: Jennifer Ciccarelli, 2027 196 th St SW Suite 400, Seattle, WA 98107

You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by:

1. Sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201;
2. Calling 1-877-696-6775; or,
3. Visiting www.hhs.gov/ocr/privacy/hipaa/complaints.

Heartwood and Bloom Counseling PLLC will not retaliate against you if you file a complaint about our privacy practices.

EFFECTIVE DATE OF THIS NOTICE

This notice went into effect on August 8, 2026.

BY CLICKING ON THE CHECKBOX BELOW I AM AGREEING THAT I HAVE READ,
UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.

☐