

Notice of Privacy Practices

Effective Date: [Insert Date]

Provider: Robin's Nest, PLLC

This notice describes how medical and mental health information about you may be used and disclosed, and how you can access this information. Please review it carefully.

Your Rights

You have the right to:

- Access your medical record and request a copy (electronic or paper).
- Request corrections to your record if you believe it is inaccurate or incomplete.
- Receive a list of disclosures showing when and why your information has been shared.
- Request restrictions on certain uses or disclosures, though we may not always be able to agree.
- Request confidential communications (for example, using a specific phone number or mailing address).
- Receive a copy of this notice at any time.
- File a complaint without fear of retaliation if you believe your privacy rights have been violated.

Your Choices

You can choose whether or not we share information in the following situations:

- Sharing with family, friends, or others involved in your care.
- Including your information in fundraising or marketing activities.

We will obtain your written permission before using or sharing your information for any purposes not covered by this notice.

Our Uses and Disclosures

We may use and share your information as needed for:

- Treatment: Coordinating your care with other providers at your request.
- Payment: Billing your insurance or you directly for services provided.
- Healthcare Operations: Quality improvement, licensing, and staff training.
- Legal and Public Health Requirements: Reporting abuse, neglect, or threats of harm, as required by law.
- Law Enforcement or Court Orders: Complying with valid subpoenas or legal processes.

We will never sell your information or share it for marketing purposes without your written consent.

Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information (PHI).
- We will promptly inform you if a breach occurs that may compromise the privacy of your information.
- We will follow the duties and privacy practices described in this notice.
- We will not use or share your information other than as described here unless you provide written authorization.

Contact Information

If you have questions about this notice, or if you wish to exercise your privacy rights, please contact:

Robin's Nest, PLLC
1706 Triangle Park Drive
Maryville, TN 37801
Email: info@robinsnestservices.com

If you believe your privacy rights have been violated, you may also file a complaint with the U.S. Department of Health & Human Services, Office for Civil Rights. Filing a complaint will not affect your care.