

Title: Notice for Release of Health Information Policy

Policy No. 001

Effective Date:

Next Review Date: *19/05/24*

Developed by: The Center for Health and Wellness Law, LLC On: 2022

Last Revised by: The Center for Health and Wellness Law, LLC On: 2023

Policy:

(“We” or “Our”)’s *Authorization for Release of Health Information and Required Notice* (“Notice”) informs clients of their rights regarding their Health Information. Health Information includes, but is not limited to: the results of, or participation in wellness coaching sessions, questionnaires, exercises, general wellness education or services; medical history; or information protected under the Health Insurance Portability and Accountability Act of 1996, Public Law 104-91, as amended, and related HIPAA regulations (45 CFR. Parts 160-164).

We will provide a copy of the Notice to each client on or before the first date of services. The client must return their signed copy prior to starting services.

We may make the Notice available upon request to individuals with whom We have an indirect relationship, if applicable.

Additionally, We will post the most current Notice on Our website along with contact information for questions or complaints.

Procedure:

The Notice will be provided in person, mailed, emailed, or provided electronically to each client prior to the first day of providing services. Signed copies of the Notice are retained for the minimum amount of time, as required by law.