

NOTICE OF PRIVACY PRACTICES

MPS Mental Health

Your Privacy Rights

MPS Mental Health is committed to protecting your health information. Federal law requires us to maintain the privacy and security of your protected health information and to provide you with this Notice of Privacy Practices.

This notice describes how your health information may be used and shared, and how you can access this information.

Your Rights Regarding Your Health Information

You have the right to:

Get a copy of your records

You may ask to see or receive a copy of your medical record and other health information we have about you. Requests must be made in writing. We will provide a copy within the time required by law. Reasonable fees may apply as permitted by law.

Request corrections

You may ask us to correct information in your medical record if you believe it is incorrect or incomplete. If we deny your request, you have the right to submit a written statement of disagreement.

Request confidential communications

You may ask us to contact you in a specific way or at a specific location, such as by portal message instead of mail.

Request restrictions

You may ask us not to use or share certain health information for treatment, payment, or operations. We are not required to agree to all requests, especially if it would affect your care.

Get a list of disclosures

You may request a list of certain disclosures of your health information made by our practice, as permitted by law.

Receive a copy of this notice

You may request a paper or electronic copy of this notice at any time.

How We May Use and Share Your Health Information

We may use and share your health information without your written authorization for purposes related to:

- Treatment
- Payment
- Health care operations
- Legal and regulatory requirements

We will not use or share your information for marketing or other purposes without your written authorization, unless permitted by law.

Telehealth and Electronic Records

Your health information is maintained in secure electronic systems. Telehealth services are provided using HIPAA-compliant technology. We take reasonable steps to safeguard your information; however, no electronic system is completely risk-free.

Our Responsibilities

We are required by law to:

- Maintain the privacy and security of your health information
- Follow the terms of this notice
- Notify you if a breach occurs that may compromise your information

Complaints

If you believe your privacy rights have been violated, you may file a complaint with our practice or with the U.S. Department of Health and Human Services. You will not be retaliated against for filing a complaint.

To file a complaint with our practice, please contact us through the patient portal.

You may also file a complaint with:
U.S. Department of Health and Human Services
Office for Civil Rights
www.hhs.gov/ocr/privacy

Effective Date

This Notice of Privacy Practices is effective **January 1, 2026**.