



**Root From the Heart**  
**Notice of Privacy Practices**  
**Effective Date:** October 21, 2025

**Purpose of This Notice**

This Notice describes how Root From the Heart ('we,' 'our,' or 'us') may use and disclose your Protected Health Information (PHI) and how you can access this information. We are required by law to maintain the privacy and security of your PHI and to provide you with this notice of our legal duties and privacy practices under the Health Insurance Portability and Accountability Act (HIPAA).

**Our Responsibilities**

We are required to maintain the confidentiality of your health information, provide you with this Notice that outlines our privacy practices, notify you promptly if a breach occurs that may have compromised your PHI, and follow the terms of this Notice currently in effect.

**How We May Use and Disclose Your Information**

**For Payment:** We may use and disclose PHI to bill and collect payment for services provided.

**For Healthcare Operations:** We may use your PHI for administrative and operational purposes.

**For Treatment Coordination:** We may share information with your healthcare providers to ensure accurate billing.

**As Required by Law:** We may disclose your PHI when required by federal, state, or local law.

**Business Associates:** We may share information with vendors or contractors who help us perform billing or administrative services. These entities are required by law to protect your PHI.

## **Uses and Disclosures Requiring Your Authorization**

We will not use or disclose your PHI for purposes not listed in this Notice unless you provide written authorization. You may revoke that authorization at any time by submitting a written request to our Privacy Officer.

## **Your Rights**

You have the right to access and obtain copies of your PHI, request corrections if information is inaccurate, request restrictions on certain uses or disclosures, request confidential communications, receive an accounting of disclosures, and receive a copy of this Notice at any time. Requests should be submitted in writing to the Privacy Officer listed below.

## **Contact Information**

### **Privacy Officer**

Root From the Heart

■ (458) 226-6282

■ [doribest@rootfromtheheart.org](mailto:doribest@rootfromtheheart.org)

If you believe your privacy rights have been violated, you may file a complaint with us or with the U.S. Department of Health and Human Services, Office for Civil Rights (OCR). We will not retaliate against you for filing a complaint.

## **Changes to This Notice**

We reserve the right to update or revise this Notice at any time. The revised Notice will apply to all PHI we maintain and will be posted in our office and available upon request.