

Valen Vital Health HIPAA Privacy Policy

Effective Date: June 18, 2024

Purpose

Valen Vital Health is committed to protecting the privacy and security of our patients' health information. This document outlines our policies and practices to ensure compliance with the Health Insurance Portability and Accountability Act (HIPAA) and related regulations.

Policy Overview

This policy applies to all protected health information (PHI) handled by Valen Vital Health, including the collection, use, and disclosure of PHI. It is our intent to comply with all provisions of HIPAA and the Health Information Technology for Economic and Clinical Health (HITECH) Act.

Minimum Necessary Use and Disclosure of PHI

When using or disclosing PHI, or when requesting PHI from another organization covered by HIPAA, Valen Vital Health will make reasonable efforts to limit the PHI to the minimum necessary to accomplish the intended purpose. PHI will be used, disclosed, or requested as a Limited Data Set whenever practicable, excluding direct identifiers such as names, addresses (except town or city, state, and zip code), phone numbers, email addresses, and other specific identifiers.

Patient Rights

Patients of Valen Vital Health have the following rights regarding their protected health information:

1. **Right to Access:** Patients can request access to their medical records and obtain a copy.
2. **Right to Request Corrections:** If patients believe their records are incorrect or incomplete, they can request a correction.
3. **Right to Request Confidential Communications:** Patients can request that we communicate with them using a specific method or at a specific location.
4. **Right to Restrict Disclosures:** Patients can request restrictions on certain uses and disclosures of their PHI.
5. **Right to an Accounting of Disclosures:** Patients can request a list of certain disclosures of their PHI made by Valen Vital Health.
6. **Right to File a Complaint:** Patients can file a complaint if they believe their privacy rights have been violated.

Privacy Officer

Valen Vital Health has designated a Privacy Officer responsible for overseeing our HIPAA compliance program. Patients can contact the Privacy Officer with any questions or concerns about our privacy practices:

Privacy Officer: Justine Gibbs
Address: 123 2nd Ave S Suite 230, Edmonds, WA 98020
Email: justine@valenvitalhealth.com
Phone: 425-312-1956

Use and Disclosure of PHI

Valen Vital Health may use and disclose PHI for the following purposes without patient authorization:

1. **Treatment:** To provide, coordinate, or manage healthcare and related services.
2. **Payment:** To obtain payment for healthcare services provided.
3. **Healthcare Operations:** For business operations, such as quality assessment, training, and accreditation.
4. **As Required by Law:** To comply with legal requirements, such as reporting abuse or neglect.
5. **Public Health Activities:** For public health purposes, such as controlling disease or injury.
6. **Health Oversight Activities:** For activities authorized by law to monitor the healthcare system.
7. **Judicial and Administrative Proceedings:** In response to a court order or subpoena.
8. **Law Enforcement Purposes:** To law enforcement officials under certain circumstances.
9. **Coroners, Medical Examiners, and Funeral Directors:** To identify a deceased person or determine the cause of death.
10. **Organ Donation:** To facilitate organ, eye, or tissue donation and transplantation.
11. **Research:** For research purposes under certain conditions.
12. **To Avert a Serious Threat to Health or Safety:** To prevent a serious and imminent threat.

Marketing and Sale of PHI

Valen Vital Health will not use or disclose PHI for marketing purposes without the patient's authorization, except for communications in person or those involving products or services of nominal value. We will not sell PHI without the patient's explicit authorization.

Privacy Complaint Process

If you believe your privacy rights have been violated, you can file a complaint with our Privacy Officer:

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You may also file a complaint with the U.S. Department of Health and Human Services (HHS). There will be no retaliation for filing a complaint.

Breach Notification

In the event of a breach of unsecured PHI, Valen Vital Health will notify affected individuals, the Department of Health and Human Services (HHS), and, if applicable, the media. Notifications will be provided without unreasonable delay and no later than 60 days following the discovery of the breach.

Right to Request Confidential Communications and Restrictions

Valen Vital Health will accommodate reasonable requests for confidential communications of PHI. Individuals have the right to request restrictions on the use and disclosure of their PHI. While we are not required to agree to all requested restrictions, we will consider and respond to each request.

Accounting of Disclosures

Patients have the right to receive an accounting of disclosures of their PHI made by Valen Vital Health over the past six years, except for disclosures made for treatment, payment, healthcare operations, and certain other exceptions.

Amendment of PHI

Patients may request amendments to their PHI if they believe the information is incorrect or incomplete. Requests must be made in writing to our Privacy Officer, and we will respond within 60 days.

Access to PHI

Patients have the right to access their PHI contained in a designated record set. Requests for access must be submitted in writing to our Privacy Officer. We will respond to requests within 30 days, with a possible 30-day extension if needed.

Disposal of PHI

Valen Vital Health takes appropriate steps to dispose of documents, film, or other hard copy materials containing PHI by shredding, burning, pulping, or pulverizing, and electronic media by following our security policies to ensure PHI is unreadable and unrecoverable.

Cooperation with HHS Investigations

Valen Vital Health will cooperate with investigations by the Department of Health and Human Services (HHS) regarding our compliance with HIPAA regulations.

De-identification of PHI

We may de-identify PHI to use for research or other purposes. De-identification involves removing specific identifiers to prevent the information from being linked to an individual.

Fundraising

Valen Vital Health may use limited PHI for fundraising purposes. Patients have the right to opt-out of receiving fundraising communications.

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