

MISSIONMIND

Mental Health & Wellness, LLC

NOTICE OF PRIVACY PRACTICES

Your Information. Your Rights. Our Responsibilities.

Effective Date: August 26, 2026

PLEASE REVIEW CAREFULLY

This notice describes how medical information about you may be used and disclosed, how you may obtain access to this information, and your rights regarding your health information.

Privacy Contact

Privacy Officer	Monica Taylor, PMHNP-BC, APRN
Practice	MissionMind Mental Health & Wellness, LLC
Telephone	502-866-3157
Secure Messaging	Available through MissionMind's secure messaging system
Mailing Address	1949 Goldsmith Ln., Ste. 103 Louisville, KY 40218

Do not use privacy contact information for an emergency. Call 911 or go to the nearest emergency department when immediate assistance is required.

Your Rights - Summary

- Get an electronic or paper copy of your medical record;
- Ask MissionMind to correct your medical record;
- Request confidential communications;
- Ask MissionMind to limit what is used or shared;
- Get a list of certain disclosures;
- Get a paper or electronic copy of this notice;
- Choose someone legally authorized to act for you; and
- File a complaint if you believe your privacy rights were violated.

Your Choices - Summary

You have choices about sharing information with family, friends, caregivers, and disaster-relief organizations. MissionMind will obtain written permission when required for marketing, sale of information, and most uses or disclosures of separately maintained psychotherapy notes.

How MissionMind May Use and Share Information - Summary

- Treat you and coordinate care;
- Run the Practice and improve care;
- Bill for services and obtain payment;
- Help with public-health and safety activities;
- Comply with federal and state law;

- Respond to health oversight, workers' compensation, law-enforcement, court, and government requests when permitted or required;
- Work with coroners, medical examiners, funeral directors, and organ-procurement organizations when applicable; and
- Conduct or support research only when legally permitted.

PART 2 RECORDS

To the extent MissionMind creates or maintains substance-use-disorder patient records subject to 42 C.F.R. Part 2, MissionMind will not use or disclose those records in a civil, criminal, administrative, or legislative investigation or proceeding against you without your written consent or a qualifying court order and subpoena.

1. Your Rights

Get an Electronic or Paper Copy of Your Medical Record

You may ask to inspect or obtain an electronic or paper copy of your medical record and other health information maintained by MissionMind. MissionMind will usually provide a copy or summary within 30 days after receiving a valid request and may charge a reasonable, cost-based fee permitted by law.

Certain information may not be available through the ordinary right of access, including separately maintained psychotherapy notes, information prepared for a legal proceeding, and information that may lawfully be withheld under a limited exception. When access is denied, MissionMind will provide the explanation required by law and will tell you whether review is available.

Ask MissionMind to Correct Your Record

You may ask MissionMind to amend health information you believe is incorrect or incomplete. MissionMind may deny the request when the information was not created by MissionMind and the original author remains available, is not part of information maintained for decision-making, is not available for inspection, or is accurate and complete. If the request is denied, MissionMind will provide a written explanation, ordinarily within 60 days, and explain available disagreement procedures.

Request Confidential Communications

You may ask MissionMind to contact you in a particular way or at a different location, such as by a specific telephone number, without voicemail, through the secure portal, or at another mailing address. MissionMind will agree to reasonable requests. You do not have to explain why you are making the request.

Ask MissionMind to Limit What Is Used or Shared

You may ask MissionMind not to use or share certain information for treatment, payment, or health care operations. MissionMind is generally not required to agree and may decline when the restriction could interfere with care, payment, safety, legal compliance, or Practice operations. If MissionMind agrees, the restriction will be followed except when disclosure is needed for emergency treatment or is otherwise required by law.

If you pay in full out of pocket for a specific service, you may ask MissionMind not to share information about that service with your health plan for payment or health care operations. MissionMind will agree unless disclosure is required by law. The request must be made before information is submitted to the health plan.

Get a List of Certain Disclosures

You may ask for an accounting of certain disclosures made during the six years before your request. The accounting ordinarily does not include disclosures for treatment, payment, health care operations, disclosures made directly to you, disclosures you authorized, or other disclosures excluded by law. One accounting in a 12-month period is provided without charge; a reasonable, cost-based fee may apply to an additional accounting after notice.

Get a Copy of This Notice

You may request a paper or electronic copy of this notice at any time, even if you previously agreed to receive it electronically. The current notice will also be available through MissionMind's website or electronic patient system when applicable.

Choose Someone to Act for You

A person legally authorized to act as your personal representative may exercise your privacy rights to the extent of that authority. MissionMind may require documentation such as a health care power of attorney, guardianship order,

or other proof of authority. MissionMind may decline to recognize a representative when permitted by law, including when doing so could place you at risk of abuse, neglect, exploitation, or harm.

File a Privacy Complaint

You may complain if you believe MissionMind violated your privacy rights. Contact the Privacy Officer using the information at the beginning of this notice. You may also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights. MissionMind will not retaliate against you, deny treatment, or penalize you for making a good-faith complaint or exercising a privacy right.

To file a complaint directly with the U.S. Department of Health and Human Services Office for Civil Rights, please contact them at:

U.S. Department of Health and Human Services Office for Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
1-877-696-6775

2. Your Choices

For certain information, you may tell MissionMind how you want it shared. When you have a clear preference, tell MissionMind what you want the Practice to do.

Family, Friends, Caregivers, and Others Involved in Care

When you are present and able to decide, MissionMind may ask whether you agree or object before sharing relevant information with a spouse, family member, close friend, caregiver, emergency contact, or another person involved in your care or payment. Listing someone as an emergency contact does not give that person unrestricted access to your records.

If you are unavailable, incapacitated, or experiencing an emergency, MissionMind may share information when the clinician determines that doing so is in your best interest and is permitted by law. MissionMind may also share information when reasonably necessary to prevent or reduce a serious and imminent threat to health or safety.

Disaster Relief

MissionMind may share limited information with an organization assisting in disaster-relief efforts so that family members or others responsible for your care may be informed about your location, condition, or status. MissionMind will consider your known preferences when reasonably possible.

Written Permission Is Required in These Situations

- Marketing uses or disclosures that require authorization;
- Sale of protected health information; and
- Most uses or disclosures of separately maintained psychotherapy notes.

MissionMind does not sell protected health information and does not currently use patient information for fundraising. If fundraising practices change, MissionMind will provide any required advance notice and opportunity to opt out. If Part 2 information is proposed for fundraising, MissionMind will provide the clear advance notice and choice required by law.

3. How MissionMind Typically Uses and Shares Information

Treatment

MissionMind may use and share health information to provide, coordinate, and manage treatment. This may include communication with a primary-care clinician, therapist, psychiatric clinician, pharmacy, laboratory, hospital, emergency department, specialist, crisis service, or another professional involved in care, as permitted by law.

Payment

MissionMind may use and share information to verify benefits, submit or correct claims, obtain prior authorization, respond to payer requests, appeal denials, collect patient responsibility, coordinate benefits, and work with billing companies, clearinghouses, and payment processors.

Health Care Operations

MissionMind may use and share information to operate the Practice and improve care, including quality review, clinical consultation, credentialing, compliance, coding and billing review, legal and accounting services, cybersecurity and information-technology support, complaint investigation, workforce training, business planning, patient safety, record management, and fraud, waste, and abuse prevention.

Business Associates and Electronic Systems

MissionMind may provide information to vendors that perform services on its behalf, such as electronic-health-record, telehealth, electronic-prescribing, billing, payment-processing, secure-communication, cloud-hosting, information-technology, legal, accounting, record-management, and approved AI-documentation vendors. When required, MissionMind will enter into a Business Associate Agreement requiring the vendor to protect the information and use it only for authorized purposes.

MissionMind may create, receive, maintain, or transmit information through the electronic health record, telehealth platform, electronic prescribing, patient portal, secure messaging, telephone systems, billing systems, laboratory or pharmacy interfaces, and approved AI-assisted documentation systems. Reasonable safeguards are used, but no electronic system can eliminate every risk. General treatment or telehealth consent does not authorize ambient AI recording; separate consent is required before MissionMind uses an ambient AI documentation service.

Appointment Reminders and Treatment Communications

MissionMind may use your contact information for appointment reminders, scheduling changes, portal notifications, prescription matters, laboratory or monitoring requests, billing, and treatment-related communication. MissionMind will limit information in routine messages when reasonably possible. Tell MissionMind when a communication method or telephone number is not private.

Prescription and Pharmacy Activities

MissionMind may use and disclose information to send prescriptions, review medication history, check interactions, respond to pharmacy questions, address prior authorization, investigate possible prescription alteration, review overlapping controlled-substance treatment, coordinate pharmacy changes, and review the Kentucky PDMP, including KASPER, or another authorized prescription-monitoring system.

4. Other Uses and Disclosures Permitted or Required by Law

MissionMind may use or share information in other legally permitted or required circumstances. Conditions and limitations apply, and MissionMind will use reasonable safeguards.

Public Health and Safety

- Preventing or controlling disease;
- Reporting adverse medication or product events and assisting with recalls;
- Reporting suspected abuse, neglect, exploitation, trafficking, or certain injuries or conditions; and
- Preventing or reducing a serious threat to health or safety. If we believe you pose an imminent danger to yourself or others, we may disclose relevant information to appropriate persons to prevent harm (consistent with duty to warn/protect laws in Kentucky).

Health Oversight and Compliance with Law

MissionMind may share information with authorized oversight agencies for audits, investigations, inspections, licensure, credentialing, disciplinary proceedings, government-program oversight, and regulatory compliance. MissionMind will disclose information when federal or Kentucky law requires and will limit the disclosure as required by applicable law.

Legal Proceedings and Law Enforcement

MissionMind may disclose information in response to a valid court or administrative order, subpoena, warrant, discovery request, or other lawful process. MissionMind may seek legal review, patient notice, satisfactory assurances, a protective order, or clarification when required or appropriate. A request from law enforcement does not automatically authorize unrestricted access to the patient portal or entire psychiatric record.

Workers' Compensation and Government Functions

MissionMind may use or share information as authorized for workers' compensation or similar benefit programs and for legally authorized military, veterans, national-security, protective-service, correctional-institution, or other specialized government functions.

Coroners, Medical Examiners, Funeral Directors, and Organ Donation

MissionMind may disclose information to a coroner, medical examiner, funeral director, organ-procurement organization, or similar entity when permitted by law and relevant to that entity's duties.

Research

MissionMind does not currently conduct human-subject research as part of routine clinical care. Information may be used or disclosed for research only when permitted by law, such as with written authorization, an approved waiver, proper de-identification, or another applicable permission.

5. Mental-Health and Substance-Use Disorder Information

Mental-Health Information and Kentucky Law

Psychiatric and mental-health information is protected by HIPAA and may also be protected by more restrictive Kentucky or federal law. When another applicable law provides greater privacy protection, MissionMind will apply the more protective requirement. A disclosure permitted by HIPAA may still be restricted by privilege, a court rule, a protective order, substance-use confidentiality law, or another applicable requirement.

Psychotherapy Notes

"Psychotherapy notes" have a specific, limited meaning under HIPAA. They generally consist of notes recorded by a mental-health professional documenting or analyzing the contents of a counseling conversation and maintained separately from the remainder of the medical record. Routine psychiatric documentation—including diagnoses, symptoms, medication information, mental-status findings, treatment plans, progress summaries, functional status, counseling times, and information supporting billing or continuity of care—is not automatically classified as psychotherapy notes. Written authorization will be obtained before using or disclosing psychotherapy notes when required.

Part 2 Substance-Use-Disorder Records

MissionMind is not presently intended to operate as a federally assisted substance-use-disorder (SUD) treatment program governed by 42 C.F.R. Part 2. MissionMind may nevertheless receive, create, or maintain records that are protected by Part 2. To the extent MissionMind has Part 2 records, MissionMind will follow applicable requirements concerning consent, use, disclosure, redisclosure, breach notification, legal proceedings, and fundraising.

We will only share your SUD treatment records if:

- You give written consent, or
- We get a court order that we must share them. This order must:
 - Comply with federal law (42 CFR Part 2);
 - Give you notice and a chance to be heard, as required by law; and
 - Come with a subpoena or other legal demand that requires sharing.

Consent for Treatment, Payment, and Operations

You may give a one-time, written consent that allows us to use and share your SUD information for treatment, payment, and health care operations now and in the future.

You may **revoke your written consent** as allowed by federal law (42 CFR §§ 2.31 and 2.35).

Health information that is disclosed to a Part 2 program, covered entity, or business associate pursuant to your written consent for treatment, payment, and health care operations may be further disclosed by that Part 2 program, covered entity, or business associate without your written consent, to the extent the HIPAA regulations permit such disclosure.

Duties Regarding Public Health

MissionMind may share de-identified health information with public health authorities, including information about our treatment of SUD. De-identified information does not identify you, according to federal law (HIPAA's privacy rule).

Our participation in care arrangements with other health care providers does not remove any of your rights or limit our legal duties to protect your SUD records under federal law.

Redisclosure of Health Information

Once your health information is shared with someone, that person could share that information with others. Here is what you should know:

- If the recipient is not covered by HIPAA, HIPAA will not prevent them from sharing your health information.
- In some cases, an even stricter law (such as 42 CFR Part 2, relating to SUD records) may still protect your health information. These laws may apply to sharing for civil, criminal, administrative, and legislative proceedings against you.

6. MissionMind's Responsibilities

- Maintain the privacy and security of protected health information;
- Follow the duties and privacy practices described in this notice;
- Provide a copy of this notice;
- Use reasonable safeguards and limit uses and disclosures as required by law;
- Respect privacy rights and investigate suspected privacy or security incidents;
- Notify affected individuals following a breach when notification is legally required; and
- Obtain written authorization for uses or disclosures not otherwise permitted or required by law.

When you provide written authorization, you may revoke it prospectively in writing. Revocation does not affect actions already taken in reliance on the authorization.

7. Changes to This Notice

MissionMind may change the terms of this notice, and revised terms may apply to all information maintained by MissionMind, including information created or received before the revision. The current notice will be available upon request, through MissionMind's website or electronic patient system when applicable, and as otherwise required by law. A new acknowledgment is not ordinarily required each time the notice is revised.

Acknowledgment and Signature

BY SIGNING THIS NOTICE OF PRIVACY PRACTICES, I CONSENT TO THE USE AND DISCLOSURE OF MY PROTECTED HEALTH INFORMATION BY MISSIONMIND MENTAL HEALTH & WELLNESS, LLC FOR THE PURPOSES OF TREATMENT, PAYMENT, AND HEALTH CARE OPERATIONS. I HAVE READ AND RECEIVED A COPY OF THE HIPAA PRIVACY NOTICE AND HAVE REVIEWED AND UNDERSTAND ITS CONTENTS.

Additionally, I understand that once my protected health information (PHI) is disclosed to a recipient, that information may be subject to further disclosure by the recipient and may no longer be protected by the HIPAA Privacy Rule. HIPAA protections may no longer apply to information once it is disclosed.

Patient / Legal Representative Name

Date

Signature

Relationship / Authority (if applicable)