

NOTICE OF PRIVACY PRACTICES

Minds At Work Psychiatry LLC

Effective Date: May 15, 2026

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN ACCESS THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Minds At Work Psychiatry LLC is committed to protecting the privacy and confidentiality of your protected health information (“PHI”). This Notice describes how your medical information may be used and disclosed, your rights regarding your information, and our legal duties under federal and state law.

OUR RESPONSIBILITIES

We are required by law to:

- Maintain the privacy and security of your protected health information
- Provide you with this Notice of Privacy Practices
- Follow the terms currently in effect
- Notify you if a breach occurs that may compromise your information

HOW WE MAY USE AND DISCLOSE YOUR INFORMATION

We may use and disclose your protected health information for the following purposes:

Treatment

We may use your information to provide psychiatric evaluation, medication management, psychotherapy, coordination of care, referrals, and treatment planning.

Example:

Information may be shared with your primary care provider, therapist, pharmacy, or another healthcare professional involved in your care.

Payment

We may use and disclose your information to bill and receive payment from health insurance companies, managed care organizations, or other payers.

Example:

Submitting claims for services rendered or obtaining prior authorization for medications.

Healthcare Operations

We may use your information to operate and improve the practice.

Examples include:

- Quality assessment
 - Staff training
 - Licensing and credentialing
 - Compliance reviews
 - Business management activities
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Appointment Reminders and Communication

We may contact you regarding:

- Appointment reminders
- Scheduling changes
- Billing matters
- Treatment follow-up

Communication may occur through:

- Phone calls
- Voicemail
- Text messaging
- Email
- Patient portal messaging

While reasonable safeguards are used, electronic communication may carry some privacy risks.

Telehealth Services

Minds At Work Psychiatry LLC provides telehealth services using secure technology platforms. While every effort is made to protect confidentiality, no electronic system can guarantee complete security.

By participating in telehealth services, you acknowledge and accept these risks.

As Required by Law

We may disclose information when required by federal or state law, including:

- Abuse or neglect reporting
 - Court orders or subpoenas
 - Public health reporting
 - Law enforcement requests
 - Threats of serious harm to self or others
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YOUR RIGHTS REGARDING YOUR INFORMATION

You have the right to:

Access Your Records

You may request access to or copies of your medical records, subject to legal limitations.

Request Corrections

You may request amendments to your records if you believe information is incorrect or incomplete.

Request Confidential Communications

You may request that we contact you in specific ways or at specific locations.

Example:

Requesting communication only through email or a specific phone number.

Request Restrictions

You may request limits on how your information is used or disclosed. While we will consider requests, we may not always be able to comply.

Receive an Accounting of Disclosures

You may request a list of certain disclosures made outside of treatment, payment, and healthcare operations.

Obtain a Copy of This Notice

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

MINORS

For minor patients, parents or legal guardians generally have rights to access records unless restricted by applicable law.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint without fear of retaliation.

You may contact:

Minds At Work Psychiatry LLC
Phone: 602-207-8197

Fax: 602-464-3826

Website: [Minds At Work Psychiatry](#)

You may also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights.

CHANGES TO THIS NOTICE

Minds At Work Psychiatry LLC reserves the right to change this Notice at any time. Updated versions will be made available upon request and posted when applicable.

ACKNOWLEDGMENT

Patients are asked to acknowledge receipt or availability of this Notice of Privacy Practices as part of the intake process.