

Botanic Wellness, LLC

Notice of Privacy Practices

Effective Date: 10/01/2024

Your Privacy Matters

At Botanic Wellness, LLC, we are committed to protecting your privacy and maintaining the confidentiality of your personal information. This Notice of Privacy Practices outlines how we collect, use, and safeguard your information in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and other applicable laws.

Information We Collect

We may collect the following types of information:

- **Personal Information:** Name, address, phone number, email, and demographic information.
- **Health Information:** Medical history, psychological evaluations, treatment plans, and other related information necessary for your care.
- **Payment Information:** Insurance details, billing information, and payment history.

How We Use Your Information

Your information may be used for the following purposes:

- To provide and manage your therapy services.
- To communicate with you about appointments, treatment plans, and follow-up care.
- To bill for services rendered and process payments.
- To comply with legal and regulatory requirements.

Disclosure of Your Information

We may disclose your information in the following situations:

- **Treatment:** To other healthcare providers involved in your care.
- **Payment:** To your insurance company or third-party payer for billing purposes.
- **Health Care Operations:** For activities related to the management and improvement of our practice.
- **Legal Requirements:** As required by law or in response to legal proceedings.

Your Rights

You have the following rights regarding your personal health information:

- **Right to Access:** You can request copies of your records.

- **Right to Amend:** You can request corrections to your information if you believe it is inaccurate.
- **Right to Restrict Disclosures:** You can request that we limit certain disclosures of your information.
- **Right to Confidential Communications:** You can request that we communicate with you in a specific way or at a specific location.

How We Protect Your Information

We use a variety of security measures to protect your personal information, including:

- Physical safeguards (e.g., locked file cabinets)
- Administrative safeguards (e.g., staff training and access controls)
- Technical safeguards (e.g., encryption and secure electronic health records)

Changes to This Notice

We may update this Notice of Privacy Practices from time to time. Any changes will be effective immediately upon posting on our website. We encourage you to review this notice periodically for any updates.

Contact Us

If you have questions or concerns about this Notice or your privacy rights, please contact us at:

Botanic Wellness, LLC

5528 Belair Road, 2nd Floor, Baltimore, Maryland 21206

667-900-9423

Botanicwellness.llc@gmail.com

Thank you for trusting us with your care. Your privacy is our priority.