



Forever Oak Health Center

Notice of Privacy Practices

Effective Date: February 16, 2026

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

Forever Oak Health Center (the “Practice”) is required by law to maintain the privacy and security of your protected health information (“PHI”). PHI is information that identifies you and relates to your past, present, or future physical or mental health condition and the healthcare services you receive.

OUR LEGAL DUTIES We are required by law to:

- Maintain the privacy of your PHI.
- Provide you with this Notice of our legal duties and privacy practices.
- Notify you without unreasonable delay, and in no case later than required by applicable federal or state law, if a breach occurs that may have compromised the privacy or security of your PHI.
- Follow the terms of this Notice currently in effect.

HOW WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

We may use and disclose your PHI without your written authorization for the following purposes:

- 1. Treatment** We may use and disclose your PHI to provide, coordinate, or manage your healthcare and related services. This may include communication with physicians, specialists, imaging centers, laboratories, or other healthcare providers involved in your care.
- 2. Payment** We may use and disclose your PHI to obtain payment for services provided to you. This includes billing insurance companies, Medicare, Medicaid, or other payors.
- 3. Health Care Operations** We may use and disclose your PHI for business operations necessary to operate our practice, including quality assessment, staff training, licensing, credentialing, auditing, and general administrative activities.

CONFIDENTIALITY OF SUBSTANCE USE DISORDER RECORDS (42 C.F.R. PART 2)

Although the Practice does not provide substance use disorder (SUD) treatment services, we may receive information relating to substance use disorder diagnosis, treatment, or referral as part of your overall medical



history. Certain SUD-related records are protected under federal law (42 C.F.R. Part 2) and are subject to heightened confidentiality protections.

If your records include information protected under 42 C.F.R. Part 2:

- **Written Authorization:** Such information may not be used or disclosed without your written authorization except as expressly permitted by federal law.
 - **Restrictions on Legal Proceedings:** Federal law prohibits the use or disclosure of substance use disorder records protected under 42 C.F.R. Part 2 in civil, criminal, administrative, or legislative proceedings against you unless you provide specific written consent or a court order is issued that complies with federal requirements.
 - **Redisclosure Protections:** Information disclosed under this Notice may be subject to redisclosure by the recipient and may no longer be protected under HIPAA. However, substance use disorder records protected under 42 C.F.R. Part 2 remain subject to federal confidentiality restrictions on redisclosure unless expressly permitted by law.
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OTHER PERMITTED OR REQUIRED DISCLOSURES

We may also use or disclose your PHI without your authorization in the following circumstances, as permitted or required by law:

- **Appointment Reminders:** We may contact you for reminders via phone, text, email, or mail.
- **Individuals Involved in Your Care:** Disclosures to family or friends involved in your care.
- **Public Health & Safety:** Reporting abuse, neglect, domestic violence, or to avert a serious threat to health or safety.
- **Legal Requirements:** Workers' compensation, health oversight activities, and specialized government functions.
- **Business Associates:** To third parties who perform services for us, provided they agree to safeguard your information.

FUNDRAISING The Practice does not use or disclose your PHI (including any substance use disorder records) for fundraising purposes. If we were to change this practice in the future, we would be required to provide you with a clear and conspicuous opportunity to opt out of receiving such communications.

USES AND DISCLOSURES REQUIRING WRITTEN AUTHORIZATION

We will obtain your written authorization before:

- Using or disclosing your PHI for marketing purposes where we receive payment.
- Selling your PHI.
- Using or disclosing substance use disorder records when required by federal law.
- Any use or disclosure not otherwise described in this Notice.



You may revoke your authorization at any time in writing. Revocation will not apply to actions already taken in reliance upon your authorization.

YOUR RIGHTS

You have the following rights regarding your PHI:

- **Right to Inspect and Copy:** You may request access to or copies of your health records. Reasonable fees may apply.
 - **Right to Amend:** You may request correction of information you believe is inaccurate.
 - **Right to Request Restrictions:** You may request restrictions on certain uses. We must agree to a request to restrict disclosure to a health plan if the disclosure is for payment or operations and the PHI pertains to a service for which you have paid in full out-of-pocket.
 - **Right to an Accounting of Disclosures:** You may request a list of certain disclosures we have made of your PHI. You may also request an accounting of disclosures of substance use disorder information as required by federal law.
 - **Right to Confidential Communications:** You may request that we contact you in a specific way or location.
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COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with our Privacy Officer or with the Secretary of the Department of Health and Human Services. **We will not retaliate against you for filing a complaint.**

Privacy Officer Contact: Desiree Blake, Forever Oak Health Center 2520 S. Telegraph Rd. Ste. 107 Bloomfield, MI 48302 Phone: 248-907-0887

*Please sign the following page that will be kept in your medical records stating that you received this *Notice of Privacy Practices* and agree to its terms.