

HIPAA and Washington State Notice of Privacy Practices

The Effective Date of this Notice: August 25, 2026

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This notice describes how medical information about you may be used and disclosed and how you can get access to this information. **Please review it carefully.**

Your Rights

You have the right to:

- Get a copy of your paper or electronic medical record
- Correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

Your Choices

You have some choices in the way that Everbear Therapy uses and shares information as we:

- Tell family and friends about your condition
- Provide disaster relief
- Provide mental health care
- Market our services

Uses and Disclosures

Everbear Therapy may use and share your information as we:

- Treat you
- Run the organization
- Bill for your services
- Help with public health and safety issues
- Do research
- Comply with the law
- Respond to organ and tissue donation requests
- Work with a medical examiner or funeral director

- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

Your Rights

When it comes to your health information, you have certain rights. This section explains your rights and some of Everbear Therapy's responsibilities to help you.

Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. There may be a reasonable fee attached to this request.

Ask us to correct your medical record

- You can ask us to correct any health information about you that you think is incorrect or incomplete.
- We may say "no" to your request, but will tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, home, office, or cell phone) or to send mail to a different address.
- We will say "yes" to all reasonable requests.

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and may say "no," for example, if it could affect your care. If we agree to your request, we may still share this information in the event that you need emergency treatment.
- If you pay for a service or health care item out-of-pocket in full, you can ask Everbear Therapy not to share that information for the purpose of payment or operations with your health insurer. We will say "yes" unless a law requires us to share that information.

Get a list of those with whom Everbear Therapy has shared information

- You can ask for a list (accounting) of the times we have shared your health information for six years prior to the date you ask, who it was shared with, and why.
- Everbear Therapy will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We will provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. Everbear Therapy will provide you with a paper copy promptly.

Choose someone to act for you

- If someone has authority to act as your personal representative, such as if someone has your medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- Everbear Therapy will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel Everbear Therapy has violated your rights by contacting us using the information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting <https://www.hhs.gov/hipaa/filing-a-complaint/index.html>.
- Everbear Therapy will not retaliate against you for filing a complaint.

Your Choices

For certain health information, you can tell Everbear Therapy your choices about what is shared. If you have a clear preference for how your information is shared in the situations described below, it can be discussed.

In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in your care or payment for your care
- Share information in a disaster relief situation
- Include your information in a hospital directory

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. Everbear Therapy may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

Everbear Therapy's Uses and Disclosures

How do we typically use or share your health information?

Typically, your health information is used in the following ways.

Treat you

Everbear Therapy can use your health information and share it with other professionals who are treating you.

Example: A doctor treating you for an injury asks another doctor about your overall health condition.

Run Everbear Therapy

Your health information can be used to run our practice, improve your care, and contact you when necessary.

Example: Everbear Therapy can use health information about you to manage your treatment and services.

Bill for your services

Everbear Therapy can use and share your health information to bill and get payment from health plans or other entities.

Example: At your request, we may provide information needed for you to seek reimbursement from your health insurance plan.

How else can Everbear Therapy use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. Everbear Therapy has to meet many conditions in the law before we can share your information for these purposes.

In all cases, including those listed below, if Everbear Therapy has substance use disorder patient records about you, subject to 42 CFR part 2, we cannot use or share information in those records in civil, criminal, administrative, or legislative investigations or proceedings against you without (1) your consent or (2) a court order and a subpoena.

Help with public health and safety issues

Everbear Therapy can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

Comply with the law

Everbear Therapy will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we are complying with federal privacy law.

Respond to organ and tissue donation requests

Everbear Therapy can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

Everbear Therapy can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers' compensation, law enforcement, and other government requests

Everbear Therapy can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

- Everbear Therapy can share health information about you in response to a court or administrative order, or in response to a subpoena.

Everbear Therapy's Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described in this notice unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of this Notice

Everbear Therapy can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in the office, and on everbeartherapy.com