

## **HIPAA Privacy Policy**

**Effective Date:** January 01, 2018

**Last Updated:** March 02, 2026

This HIPAA Privacy Policy describes how **Millennium Wellness Center, LLC** (“Practice,” “we,” “us,” or “our”) may use and disclose Protected Health Information (“PHI”) and how you can access your PHI. This Policy applies to our medical spa and wellness services and to PHI we create or receive in connection with providing health care services.

### **1) Contact Information (Privacy Officer)**

If you have questions, requests, or complaints regarding your privacy rights or this Policy, contact:

**HIPAA Privacy Officer:** Kamil Mag, Office Manager

**Phone:** (954) 699-0699

**Email:** millwellcenter@gmail.com

**Mailing Address:** 1324 SE 17<sup>th</sup> St, Fort Lauderdale, FL 33316

### **2) What Information This Policy Covers**

“PHI” is individually identifiable health information related to your health condition, care, or payment for care. PHI may include your name, contact information, appointment details, treatment notes, photos (if applicable), and payment-related information.

This Policy does **not** apply to information that is de-identified or aggregated so it cannot reasonably identify you.

### **3) How We May Use and Disclose Your PHI (Without Your Written Authorization)**

We may use and disclose your PHI as permitted by HIPAA and other applicable laws, including:

#### **A. Treatment**

We may use and share PHI to provide, coordinate, or manage your care (e.g., sharing information among our staff and providers involved in your services).

#### **B. Payment**

We may use and disclose PHI to obtain payment for services (e.g., billing, payment processing, verifying coverage or eligibility when applicable).

#### **C. Health Care Operations**

We may use and disclose PHI for operational purposes such as scheduling, quality assessment, staff training, licensing, compliance, business administration, and vendor management.

#### **D. Appointment Reminders and Service-Related Communications**

We may contact you to confirm or remind you about appointments, provide scheduling-related information, and share service-related messages. We will limit these communications to the minimum necessary information.

#### **E. As Required by Law / Public Health / Safety**

We may disclose PHI when required by law, and for certain public health and safety purposes, including reporting as required by governmental authorities.

#### **F. Legal Proceedings and Law Enforcement**

We may disclose PHI in response to a valid court order, subpoena, or similar legal process, or as otherwise permitted by law.

#### **G. Business Associates**

We may share PHI with third-party service providers (“Business Associates”) that perform services for us (such as scheduling systems, IT support, or other operational vendors) when they are required to safeguard PHI and, where applicable, sign a Business Associate Agreement.

#### **4) Uses and Disclosures That Require Your Written Authorization**

We will obtain your written authorization for uses and disclosures not described above, including certain marketing activities as defined by HIPAA.

**Photos / Before-and-After / Testimonials:** If we use identifiable photos, videos, or testimonials for marketing or public materials, we will ask you to sign a specific written authorization describing what will be used and where it will appear.

You may revoke an authorization at any time in writing. Revocation will apply going forward. If information has already been published or shared based on your authorization, we will make commercially reasonable efforts to stop future use where feasible, but we may not be able to retrieve materials already distributed by third parties.

#### **5) Your Rights Regarding Your PHI**

You have the following rights, subject to certain limitations under HIPAA and applicable law:

### **A. Right to Inspect and Obtain a Copy**

You may request access to your PHI that we maintain. We may require identity verification and may charge a reasonable, cost-based fee as permitted by law.

### **B. Right to Request an Amendment**

You may request corrections to your PHI if you believe it is incomplete or inaccurate. We may deny the request in certain circumstances, as permitted by law, and will provide a written explanation if denied.

### **C. Right to an Accounting of Disclosures**

You may request a list of certain disclosures of your PHI made by us, as required by HIPAA.

### **D. Right to Request Restrictions**

You may request limits on how we use or disclose your PHI. We are not required to agree to all requested restrictions, but we will comply with any restriction we agree to in writing.

### **E. Right to Request Confidential Communications**

You may request that we contact you in a specific way (e.g., only by phone, only by email) or at a specific location. We will accommodate reasonable requests.

### **F. Right to Receive a Paper Copy**

You may request a paper copy of this Policy/notice at any time, even if you have agreed to receive it electronically.

## **6) How to Submit Requests**

To exercise your rights, submit a request to our HIPAA Privacy Officer using the contact details above.

**Request Instructions (optional):** Submit requests in writing via email or mail to the Privacy Officer listed above.

**Identity Verification Method (optional):** We may require a copy of a government-issued photo ID.

**Typical Response Time (optional):** We will respond to requests within 30 days of receipt, as required by law.

## **7) Complaints**

If you believe your privacy rights have been violated, you may file a complaint with us by contacting our HIPAA Privacy Officer. You may also file a complaint with the U.S. Department of Health and Human Services (HHS). We will not retaliate against you for filing a complaint.

## **8) Security**

We maintain administrative, technical, and physical safeguards designed to protect the privacy and security of PHI. However, no system can be guaranteed to be 100% secure.

## **9) Website and Online Communications**

If you submit information through our website (forms, scheduling requests, or messages), we use that information to respond to you and to provide services. Please avoid submitting highly sensitive medical details through general website forms unless specifically requested.

If we use third-party tools to support website operations (e.g., scheduling, hosting, IT services), we work to ensure appropriate safeguards are in place when PHI may be involved.

## **10) Changes to This Policy**

We may update this HIPAA Privacy Policy from time to time. The updated version will be posted on our website with a revised "Effective Date." The policy in effect at the time will apply to PHI we maintain.