



NOTICE OF PRIVACY PRACTICES (NPP)

Three Wells Acupuncture Clinic, Inc.

Effective Date: February 16, 2026

THIS NOTICE DESCRIBES HOW YOUR HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

We have updated our privacy practices to reflect current federal protections, including expanded patient rights, enhanced security measures, information about reproductive health records, and updated language aligning 42CFR Part 2 more closely with HIPAA and the HITECH Act.

Contact / Privacy Officer

Privacy Officer: Laurie Stone, L.Ac.

Phone: 815-942-2580

Email: info@threewellsclinic.com

Mail: 105 E Main St, Suite 304, Morris IL 60450

Required Permission to Use and Disclose Your Protected Health Information

We obtain a *one-time* general written consent to use and disclose your health information in order to treat you, obtain payment for that treatment, and conduct clinic operations. This general written consent is obtained the first time we provide you with treatment or services and is a broad permission that does not need to be repeated each time we provide treatment or services to you.

Our Duties

We are required by law to maintain the privacy and security of your Protected Health Information (“PHI”), provide you this notice, notify you if a breach occurs that may compromise the privacy or security of your information, and follow the terms of this notice currently in effect.

How We May Use and Disclose Your PHI

1) Treatment: We may use and disclose PHI to provide acupuncture treatment and related services, including intake, assessment, treatment planning, and coordination of care with other providers you authorize.

2) Payment: We may use and disclose PHI to bill and obtain payment, including claims submission, benefits eligibility, and collections. If you pay out-of-pocket in full and do not submit a superbill to your health plan for reimbursement, you may request we do not share PHI with your health plan for payment/operations purposes.

3) Health Care Operations: We may use and disclose PHI for clinic operations such as quality improvement, training, licensing, legal/accounting services, and business management.

4) Appointment Reminders / Communications: We may contact you about appointments and care via phone, text, email, or mail. You may request confidential communication methods.

5) Required by Law: We may disclose PHI when required by law (e.g. DHHS compliance reviews, court orders, subpoenas, etc).



6) Public Health / Abuse / Safety: We may disclose PHI to public health authorities, and to report suspected abuse/neglect or to prevent a serious threat to health or safety as permitted/required by law.

Business Associates

We may use vendors who help us operate (EHR, billing, IT, payment processing). They must safeguard PHI and comply with HIPAA.

Special Types of Information

Reproductive Health Records: We are prohibited from using or disclosing PHI related to lawful reproductive health care for purposes of certain investigations or proceedings, consistent with current HIPAA protections. Substance Use Disorder Records (42 CFR Part 2): If applicable, SUD records are subject to additional confidentiality protections and generally require specific consent except in limited circumstances.

Uses/Disclosures Requiring Written Authorization: We will obtain your written authorization before using/disclosing PHI for marketing.

Your Rights

You have the right to access and obtain copies of your records, request corrections, request restrictions, request confidential communications, receive an accounting of certain disclosures, receive a paper copy of this notice, be notified of breaches (no later than 60 days after discovery), and file a complaint without retaliation.

Non-Discrimination Notice

Three Wells Acupuncture Clinic, Inc. complies with applicable federal civil rights laws and does not discriminate based on race, color, national origin, age, disability, size, or sex.