



**HARBORSIDE**  
HEALTH & WELLNESS

## **HIPAA Privacy Policy for Harborside Health and Wellness LLC**

**Effective Date:** August 23, 2025

### **Introduction**

Harborside Health and Wellness LCC is committed to protecting the privacy of your health information. This HIPAA Privacy Policy explains how we may use and disclose your Protected Health Information (“PHI”) and your rights regarding that information, in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### **Information We Collect**

We may collect the following types of PHI:

- Name, date of birth, and contact information
- Medical history, diagnosis, and treatment information
- Insurance and billing information
- Communications through our website, patient portal, or email (when HIPAA-compliant methods are used)

### **How We Use and Share PHI**

We may use and disclose your PHI for the following purposes:

- **Treatment:** To provide, coordinate, or manage your healthcare.
- **Payment:** To bill and collect payment for services rendered.
- **Healthcare Operations:** To improve quality of care, train staff, and manage business functions.
- **Required by Law:** To comply with federal, state, or local laws.
- **Public Health & Safety:** When necessary to prevent or lessen a serious threat to health or safety.

We will not use or disclose your PHI for any other purposes without your written authorization.

(401) 398-5733  
850 AQUIDNECK AVE, SUITE A-8, MIDDLETOWN, RI 02842  
HARBORSIDERI.COM  
INFO@HARBORSIDERI.COM



## Your Rights Regarding PHI

You have the right to:

- **Access and Copies:** Request a copy of your medical records.
- **Amendments:** Request corrections to your medical information.
- **Restrictions:** Request limits on how we use or share your PHI.
- **Confidential Communications:** Request we contact you in a specific way (e.g., home phone vs. work email).
- **Accounting of Disclosures:** Receive a list of certain disclosures of your PHI.
- **File a Complaint:** If you believe your privacy rights have been violated, you may file a complaint with us or with the U.S. Department of Health and Human Services (HHS).

## Website & Electronic Communications

- Communications submitted through our website (such as contact forms or email) may not be secure unless clearly stated otherwise (e.g., through a patient portal).
- Please avoid sending sensitive medical information through unsecured forms or email.
- We maintain administrative, technical, and physical safeguards to protect your PHI.

## Changes to This Policy

We may update this HIPAA Privacy Policy from time to time. Updates will be posted on this website with a revised effective date.

## Contact Us

If you have questions about this HIPAA Privacy Policy or wish to exercise your rights, please contact us at (401) 398-5733.

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