

NOTICE OF PRIVACY PRACTICES (NPP)

Young Pine Acupuncture LLC — Acupuncture Clinic

Effective Date: 2/5/2026

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 42 CFR Part 2 more closely with HIPAA and the HITECH Act.

Contact / Privacy Officer

Privacy Officer: Sarah Frances Fan

Phone: 503-877-5633

Email: frances@youngpineacupuncture.com

Mail to: Young Pine Acupuncture LLC 12750 SW 2nd St #102 Beaverton, OR 97005

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, 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).

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, sale of PHI (we do not sell PHI), or psychotherapy notes (if we maintain them).

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

Practice Name complies with applicable federal civil rights laws and does not discriminate based on race, color, national origin, age, disability, or sex. We provide free aids/services for people with disabilities and free language assistance for individuals with limited English proficiency.