

VSA, INC. (dba TOTAL WELLNESS) NOTICE OF PRIVACY PRACTICES

This Notice describes how health information about you may be used and disclosed by us and how you can get access to this information. Please review it carefully. The privacy of your health information is important to us.

Our Legal Duty

We are required by applicable federal and state laws to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect 4/14/2003 and will remain in effect until further notice.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided that applicable law permits such changes. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

Uses and Disclosures of Health Information

Your information is collected solely for the purpose of providing you with a service you requested. We do not use or disclose your information to any third party unless it has been de-identified for aggregate reporting purposes. We keep consent forms on file for five years, as is required by law, before destroying them.

Often, our services are provided in open, Health-Fair-type settings, which may not be private. You must consent to receiving our services in such a setting. You may opt to contact us later, via email or telephone, within two weeks of certain screenings, in order to receive counseling/explaining of results. Please contact us for more information about this process.

Patient Rights

You have the right to view or get copies of your health information, with limited exceptions. We will do our best to provide access to the information within 30 days of your request. We may charge you for the cost of copying and sending the records.

Questions and Complaints

If you want more information about our privacy practices, or have questions or concerns, please contact us. To find out about filing a complaint you may contact us directly, using the contact information listed at the end of this Notice, or you may find out more information from the Department of Health and Human Services at <http://www.hhs.gov/ocr/hipaa> or by calling 866-627-7748.

Contact: Kate Adams Telephone: 888-434-4358 x 134

Address: VSA, Inc. 9320 H Court Omaha, NE 68127