***Pyramid Nutrition Services, Inc***

**Our Privacy Pledge:**

We have and always will respect your privacy. Other than the uses and disclosures described, we will not sell or provide any of your health information to any outside marketing organization.

Under Federal Law, we are required to use or disclose without your consent or authorization if we are:

-providing health care services to you based on the orders of another health care provider.

-providing health care services to you as an inmate.

-providing health care services to you in an emergency.

-required by law to treat you and we are unable to obtain your consent after attempting to do so.

-there are substantial barriers to communicate with you, but in our professional judgment, we believe that you intend for us to provide care.

Other than the circumstances described in the preceding five examples, any other use or disclosure of your health information will only be made with your written authorization.

**You have the right to:**

-Revoke your authorization

-Limit uses or disclosures

-Receive confidential communication regarding your health information

-Inspect and copy your health information

-Amend your health information

-Receive an accounting of the disclosures we have made of your records

-Refuse to give us authorization to contact you to provide appointment reminders or information about treatment alternatives. (If you do not give us authorization, it will not affect the treatment we provide to you or the method we use to obtain reimbursement for your care.)

**Our duties:**

We must abide by the terms of this notice while it is in effect. However, we reserve the right to change the terms of our privacy notices. If we make a change to the terms of our privacy agreement, we will notify you in writing when you come in for treatment or by mail. If we make a change in our privacy terms, the change will apply for all of your health information in our files.

**Re-disclosure:**

Information that we use or disclose may be subject to re-disclosure by the person to whom we provide the information and may no longer be protected by the federal privacy rules. You may inspect or copy the information that we use to contact you at any time.

**Right to complain:**

You may complain to us or to the Secretary for Health and Human Services if you feel that we have violated your privacy rights. We respect your right to file a complaint and will not take any action against you if you file a complaint. Written comments or requests for further information regarding our Privacy Policies should be addressed to:

Pyramid Nutrition Services, Inc

 33 Mulberry Street 14 South Westfield St 77 Mill St., Ste 233

 Springfield, MA 01105 Feeding Hills, MA 01030 Westfield, MA 01085

ATTN: Compliance Officer