HIPAA Notice of Privacy Practices

Effective Date: September 3, 2026
Kidney Nutrition Specialist LLC
Jadeda Hooks, RDN, CSR, LD

Your Information. Your Rights. Our Responsibilities

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

Our Commitment to Your Privacy

We understand that your health information is personal, and we are committed to protecting it. This notice explains how Kidney Nutrition Specialist LLC may use and share your health information, your rights, and our responsibilities under the Health Insurance Portability and Accountability Act (HIPAA).

How We May Use and Share Your Health Information

We may use and share your health information for certain purposes without your written authorization when permitted or required by law:

- **Treatment** – We may use and share your health information to provide, coordinate, or manage your care. For example, we may share information with your physician or another healthcare provider involved in your care.

- **Payment** – We may use and share your health information to bill and receive payment for the services we provide. For example, we may share information with your health insurance plan to obtain payment for nutrition services.

- **Health Care Operations** – We may use and share your health information to operate our practice and improve the care we provide. This may include scheduling, improving the quality of our services, meeting legal requirements, maintaining records, and managing our practice.

Other Uses and Disclosures Permitted or Required by Law

The law also allows or requires us to share health information in certain situations, including:

- For public health and safety activities
- To report suspected abuse, neglect, or domestic violence as permitted or required by law
- For health oversight activities, such as audits or inspections
- In response to certain legal proceedings, court orders, subpoenas, or other lawful requests
- For certain law enforcement purposes
- To coroners, medical examiners, or funeral directors when permitted by law
- For organ and tissue donation purposes
- For certain research purposes when permitted by law
- To help prevent or reduce a serious and imminent threat to health or safety
- For certain government functions, such as military, national security, or correctional institution activities
- For workers' compensation purposes as permitted by law

We will not sell your health information or use or disclose it for marketing purposes when your authorization is required by law unless you give us written permission.

Uses That Require Your Written Authorization

We will not use or share your health information for purposes other than those described in this notice unless you give us written permission or the law allows or requires us to do so.

Your written authorization is generally required for:

- Marketing purposes when authorization is required by law
- The sale of your health information
- Most uses or disclosures of psychotherapy notes, if applicable
- Other uses or disclosures that are not otherwise permitted or required by law

If you give us written authorization, you may cancel it at any time by notifying us in writing. This will apply to future uses and sharing of your information but will not affect information we have already used or shared with your permission

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Your Choices About Sharing Information

In certain situations, you may tell us how you would like your health information to be shared.

You may tell us whether we may:

- Share information with family members, close friends, or others involved in your care or payment for your care
- Share information in a disaster relief situation

If you are unable to tell us your preference, such as during an emergency, we may share information when permitted by law if we believe it is in your best interest. We may also share information when necessary to prevent or reduce a serious and imminent threat to health or safety.

Your Rights

You have certain rights regarding your health information. We will help you exercise these rights as required by law.

Get a Copy of Your Health Records

You may ask to see or receive an electronic or paper copy of your health records and other health information we maintain about you. We will provide a copy or summary as required by law, usually within 30 days of your request. We may charge a reasonable, cost-based fee when permitted by law.

Ask Us to Correct Your Health Records

You may ask us to correct health information that you believe is incorrect or incomplete. We may deny your request in certain circumstances, but we will explain the reason in writing as required by law.

Request Confidential Communications

You may ask us to contact you in a specific way, such as at a particular phone number, or to send communications to a different address. We will accommodate reasonable requests as required by law.

Ask Us to Limit What We Use or Share

You may ask us not to use or share certain health information for treatment, payment, or health care operations. We are generally not required to agree to these requests.

If you pay for a healthcare service or item in full out of pocket and ask us not to share information about that service or item with your health plan for payment or health care operations, we will honor your request unless the law requires us to share the information.

Get a List of Certain Disclosures

You may ask for a list, called an accounting of disclosures, showing certain times we shared your health information during the six years before your request. The accounting will not include every disclosure, such as disclosures for treatment, payment, and health care operations.

We will provide one accounting in a 12-month period at no charge. We may charge a reasonable, cost-based fee for additional requests during the same 12-month period, but we will tell you about the cost in advance.

Get a Copy of This Notice

You may ask for a paper copy of this notice at any time, even if you agreed to receive it electronically.

Choose Someone to Act for You

If you have given someone medical power of attorney or someone is your legal guardian or other authorized personal representative, that person may exercise your rights and make choices about your health information as permitted by law. We will verify that the person has the appropriate authority before taking action.

Our Responsibilities

Kidney Nutrition Specialist LLC is required by law to:

- Maintain the privacy and security of your protected health information.
- Notify you as required by law if a breach occurs that may have compromised the privacy or security of your protected health information.
- Follow the duties and privacy practices described in the Notice of Privacy Practices that is currently in effect.
- Provide you with a copy of this notice upon request.

We will not use or share your health information other than as described in this notice unless you give us written authorization or the law permits or requires us to do so. If you give us written authorization, you may revoke it at any time by notifying us in writing. Your revocation will apply to future uses and disclosures.

Changes to This Notice

We may change the terms of this notice and our privacy practices as permitted by law. Any changes may apply to all health information we maintain about you, including information we created or received before the change.

When this notice is revised, the current version will be available upon request, at our office locations, and on our website.

Questions or Complaints

If you have questions about this notice, want to exercise your privacy rights, or believe your privacy rights have been violated, please contact:

Privacy Contact
Kidney Nutrition Specialist LLC
Jadeda Hooks, RDN, CSR, LD
1741 Newnan Crossing Blvd East, Suite I #455
Newnan, GA 30265
Phone: 470-205-0119
Email: jadeda@knsnutrition.org

You may also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights.

Kidney Nutrition Specialist LLC will not retaliate against you for filing a complaint or exercising your privacy rights.