



restART studio
Foundation For Scalable Innovations

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restARTstudio.org

Notice of Privacy Practices

Effective Date: 10/1/26

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.

This Notice applies to health information maintained by restART studio. Your privacy is important to us. restART studio is required by law to maintain the privacy and security of your protected health information ("PHI"). This Notice describes how we may use and disclose your health information, your rights regarding that information, and our responsibilities for protecting it.

I. Your Rights Regarding Your Health Information

When it comes to your health information, you have certain rights. Some of these rights may be exercised by a parent, legal guardian, or other legally authorized personal representative when permitted by law.

Access your records. You may ask to inspect or obtain an electronic or paper copy of health and billing information we maintain about you. We generally will provide access within the time required by law. Certain information, including psychotherapy notes maintained separately from the clinical record, may be excluded from access, and access may otherwise be limited or denied when permitted by law.

Ask us to correct your records. You may ask us to amend health information about you that you believe is incorrect or incomplete. We may deny your request in certain circumstances and will provide an explanation when required by law.

Request confidential communications. You may ask us to contact you in a particular way or at a particular location. We will accommodate reasonable requests as required by law.

Request restrictions. You may ask us not to use or disclose certain health information for treatment, payment, or health care operations. We are not always required to agree to your request.

If you pay for a health care service out of pocket in full, you may ask us not to disclose information about that service to your health plan for purposes of payment or health care operations. We will honor that request when required by law.

Receive an accounting of disclosures. You may request a list of certain disclosures we have made of your health information during the period permitted by law. The accounting does not include every disclosure, such as certain disclosures made for treatment, payment, or health care operations.

Receive a copy of this Notice. You may request a paper copy of this Notice at any time, even if you previously agreed to receive it electronically.

Choose someone to act for you. If another person has legal authority to act on your behalf, such as a legal guardian or other personal representative, that person may exercise your privacy rights as permitted by law. We may verify that person's authority before acting on a request.

File a complaint. You may file a complaint with restART studio or the U.S. Department of Health and Human Services if you believe your privacy rights have been violated. restART studio will not retaliate against you for filing a complaint.

II. Your Choices

For certain health information, you may tell us your preferences about what we share. When permitted by applicable law, this may include telling us whether and how we may share information with family members, friends, caregivers, or other people involved in your care or payment for your care, or with organizations assisting in disaster-relief efforts.

If you are unable to tell us your preference—for example, because of an emergency—we may share information when permitted by law and when we determine that disclosure is in your best interest.

Marketing and sale of information. We will obtain your written authorization before using or disclosing your health information for marketing purposes or selling your protected health information when authorization is required by law. restART studio does not sell protected health information.

Fundraising. restART studio is a nonprofit organization and may engage in fundraising activities. If we use information permitted by HIPAA to contact you for fundraising purposes, you have the right to tell us not to contact you again for fundraising. Choosing not to receive fundraising communications will not affect your treatment or services. If restART studio maintains information protected by 42 CFR Part 2, we will provide any notice and choice required by law before using Part 2 information for fundraising communications.

III. How We Typically Use and Share Your Health Information

We may use and disclose your protected health information for treatment, payment, and health care operations as permitted by applicable federal and Colorado law.

Treatment. We may use and share health information to provide, coordinate, or manage your care. For example, your therapist may consult with another health care provider involved in your treatment when permitted by law.

Payment. We may use and share health information to bill and receive payment for services. For example, when applicable, we may provide information to a health plan, including Colorado Medicaid, that is necessary to determine coverage or process a claim.

Health Care Operations. We may use and share health information for activities necessary to operate restART studio, including clinical supervision and consultation, quality improvement, credentialing, audits, billing and administrative activities, training, compliance activities, and care coordination.

IV. Colorado Mental Health Confidentiality

Behavioral-health information receives important confidentiality protections under both federal and Colorado law.

Information provided by a client during therapy sessions is legally confidential under Colorado law, subject to exceptions permitted or required by law. restART studio will not disclose confidential mental-health information except with appropriate authorization or when disclosure is otherwise permitted or required by applicable federal or Colorado law.

When Colorado law provides greater privacy protection than HIPAA, restART studio will follow the more protective law.

V. Other Uses and Disclosures Permitted or Required by Law

We may use or disclose health information without your written authorization in circumstances permitted or required by law. Depending on the circumstances and applicable federal and Colorado requirements, these may include:

- **Abuse, neglect, and exploitation.** We may disclose information to report suspected child abuse or neglect, or suspected mistreatment, self-neglect, or exploitation of an at-risk adult, when reporting is permitted or required by law.
- **Serious threats to health or safety.** We may disclose information when permitted or required by law to prevent or respond to a serious or significant threat to the health or safety of the client or another person.
- **Public health activities.** We may disclose information for certain legally authorized public-health activities.
- **Health oversight.** We may disclose information to authorized health-oversight agencies for activities permitted by law, such as audits, investigations, inspections, or licensing and disciplinary activities.
- **Judicial and administrative proceedings.** We may disclose information in response to certain court orders, subpoenas, judicial or administrative proceedings, or other legal requirements when the requirements for disclosure have been satisfied.
- **Law enforcement and government activities.** We may disclose information to law enforcement or government authorities in circumstances permitted or required by law.
- **Workers' compensation.** We may disclose information as authorized by and to the extent necessary to comply with workers' compensation or similar laws.
- **Research.** We may use or disclose health information for research when the use or disclosure meets applicable legal requirements.
- **Coroners, medical examiners, and funeral directors.** We may disclose information concerning a deceased person to these individuals when permitted or required by law.
- **Compliance with law.** We may use or disclose information when otherwise required or permitted by applicable federal or state law.

When disclosure is permitted but not required, restART studio will use professional judgment and applicable ethical and privacy requirements in determining whether disclosure is appropriate. We will limit disclosures as required by applicable law.

VI. Uses and Disclosures Requiring Written Authorization

For uses or disclosures of your health information that are not otherwise permitted or required by law, restART studio will obtain your written authorization.

If you provide written authorization, you generally may revoke that authorization in writing at any time. Revocation will not affect actions already taken in reliance on your authorization or circumstances in which revocation is otherwise limited by law.

Psychotherapy Notes. Psychotherapy notes, as defined by HIPAA, that are maintained separately from the rest of your clinical record receive additional protections. Most uses and disclosures of psychotherapy notes require written authorization, except as otherwise permitted or required by law.

We will also obtain written authorization for uses and disclosures for marketing purposes and for the sale of protected health information when authorization is required by law.

VII. Substance Use Disorder Records Protected by 42 CFR Part 2

Some substance use disorder treatment records are subject to additional federal confidentiality protections under 42 CFR Part 2. Although restART studio is not a Part 2 program, restART studio may receive or maintain records from a program that is subject to Part 2.

When restART studio receives or maintains records protected by Part 2, we will use and disclose those records in accordance with applicable federal law. Part 2 records generally may not be used or disclosed in civil, criminal, administrative, or legislative proceedings against the patient without the patient's written consent or a court order and subpoena or other legal mandate that meet applicable Part 2 requirements.

When Part 2 records are disclosed to restART studio pursuant to a valid consent for treatment, payment, or health care operations, restART studio may use and redisclose those records as permitted by HIPAA and 42 CFR Part 2. Additional restrictions continue to apply to the use and disclosure of Part 2 records in legal proceedings against the patient.

VIII. Minors and Personal Representatives

For minor clients, a parent, legal guardian, or other person legally authorized to act on the minor's behalf may exercise privacy rights and receive health information to the extent permitted by federal and Colorado law.

There are circumstances in which a minor may have authority to consent to their own health or behavioral-health services or in which a parent or guardian's access to information may be limited by law. restART studio will determine access to records and authority to make privacy decisions in accordance with applicable federal and Colorado law.

IX. Our Responsibilities

restART studio is required by law to:

- Maintain the privacy and security of your protected health information;

- Provide you with this Notice describing our legal duties and privacy practices;
- Follow the duties and privacy practices described in the Notice currently in effect;
- Notify you promptly if a breach occurs that may have compromised the privacy or security of your information, when notification is required by law; and
- Comply with additional confidentiality protections applicable to certain records, including mental-health information and Part 2 records, when applicable.

We will not use or disclose your health information other than as described in this Notice unless you authorize us to do so in writing or the use or disclosure is otherwise permitted or required by law. If you give us written authorization, you generally may revoke it in writing as permitted by law.

We may change the terms of this Notice. Changes may apply to all health information we maintain about you, including information created or received before the change. When we make a material change, we will make the revised Notice available as required by law, including on our website.

X. Questions and Complaints

If you have questions about this Notice, your privacy rights, or restART studio's privacy practices, or wish to file a privacy complaint with restART studio, please contact:

restART studio
Attn Privacy Officer: Amanda Balmores
229 Terry St.
Longmont, CO 80501
720-580-2283
amanda@restartstudio.org

You may also file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights. Information about filing a complaint is available through the U.S. Department of Health and Human Services at [HHS.gov/hipaa/filing-a-complaint](https://www.hhs.gov/hipaa/filing-a-complaint). restART studio will not retaliate against you for filing a complaint.

XI. Changes to This Notice

We may change the terms of this Notice and make the revised Notice effective for all health information we maintain. The current Notice will be available upon request and on our website at restartstudio.org.