

THE WELLSRING FOUNDATION, INC.
NOTICE OF PRIVACY PRACTICES
Last Updated: February 1, 2026

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.

1. PURPOSE OF THE NOTICE OF PRIVACY PRACTICES

This Notice of Privacy Practices (the "Notice") is meant to inform you of the ways we may use or disclose your protected health information. It also describes your rights to access and control your protected health information and certain obligations we have regarding use and disclosure of your protected health information.

The confidentiality of mental health and substance use patient records maintained by Wellspring is protected by two federal laws: the Health Insurance Portability and Accountability Act of 1996 set forth at 42 U.S.C. § 132d et seq. as well as its implementing regulations at 45 C.F.R. Parts 160 & 164 ("HIPAA"), and the laws and regulations governing the confidentiality of substance use disorder patient records set forth at 42 U.S.C. § 290dd-2 and 42 C.F.R. Part 2 ("Part 2"). Wellspring is a "covered entity" under HIPAA and a "Part 2 program" under Part 2. Wellspring is required by these laws to maintain the privacy of your protected health information and to provide you with this Notice of our legal duties and privacy practices with respect to your protected health information, and to abide by the terms of the Notice that is currently in effect.

We may revise our Notice at any time. The new revised Notice will apply to all of your protected health information maintained by us. You will not automatically receive a revised Notice. We will make the revised Notice available to you by posting it in our reception area and on our website: www.wellspring.org.

The medical information we maintain may come from any of the providers from whom you have received services. The information about you created and received by us, including demographic information, that may reasonably identify you and that relates to your past, present or future physical or mental health or condition or payment for the provision of your health care is known as Protected Health Information, or PHI. We will not use or disclose your PHI without your permission, except as described in this notice.

11. HOW WE MAY USE OR DISCLOSE YOUR PROTECTED HEALTH INFORMATION

We will ask you to sign a consent form that allows us to use and disclose your protected health information for treatment, payment and health care operations. You will also be asked to acknowledge receipt of the Notice.

The following categories describe some of the different ways that we may use or disclose your protected health information. Even if not specifically listed below, we may use and disclose your protected health information as permitted or as required by law or as authorized by you. We will make reasonable efforts to limit access to your protected health information to those persons or classes of persons, as appropriate, in our workforce who needs access to carry out their duties.

FOR TREATMENT - We may use and disclose your protected health information to provide you with medical treatment and related services. For example, your protected health information may be used to refer you to other providers or to send your records to another treating health care professional.

FOR PAYMENT - We may use and disclose your protected health information so that we can bill and receive payment for the treatment and related services you receive. For example, we may disclose your protected health information to Medicare or your health plan to bill for your healthcare services.

FOR HEALTH CARE OPERATIONS - We may use and disclose your protected health information as necessary for the operations of Wellspring, such as quality assurance and improvement activities. For example, we may disclose your information to internal staff for evaluation of the quality of services provided.

BUSINESS ASSOCIATES - We may disclose your protected health information to a Business Associate that provides services, such as billing or legal, to Wellspring. In order to protect your information, we require Business Associates to enter into a written contract -that requires them to safeguard your information.

APPOINTMENT REMINDERS - We may use and disclose protected health information to contact you as a reminder that you have an appointment with us.

FUNDRAISING ACTIVITIES - We may use limited health information such as your name, address and phone number and the dates you received treatment or services, to contact you in an effort to raise money for Wellspring. If you do not wish to be contacted as part of any fundraising/marketing activities, please contact Wellspring at 203-266-8000.

PUBLIC HEALTH ACTIVITIES - We may disclose your protected health information to a public health authority that is authorized by law to collect or receive such information, such as mandated reporting of disease, injury or vital statistics.

HEALTH OVERSIGHT ACTIVITIES - We may disclose your protected health information to a health oversight agency for activities authorized by law, such as audits, investigations, inspections.

JUDICIAL PROCEEDINGS - If you are involved in a lawsuit or dispute, we may disclose your protected health information in response to a court order if permitted by law.

LAW ENFORCEMENT - We may disclose your protected health information for certain law enforcement purposes if permitted or required by law.

CORONERS, MEDICAL EXAMINERS, FUNERAL DIRECTORS, ORGAN PROCUREMENT ORGANIZATIONS - If you are deceased, we may disclose limited information to a coroner, medical examiner, funeral director, or if you are an organ donor, to an organization involved in the donation of organs and tissues.

TO AVERT SERIOUS THREAT - We may use or disclose your protected health information when necessary to prevent a serious threat to the health or safety of you or others. Any disclosure would be to someone able to help prevent the threat.

MILITARY AND NATIONAL SECURITY - If required by law, if you are a member of the armed forces, we may use and disclose your protected health information as required by military command authorities, Department of Veterans Affairs, or other authorized federal officials.

RESEARCH - Under certain circumstances, we may disclose protected health information for research purposes.

III. USES AND DISCLOSURES THAT REQUIRE YOUR WRITTEN AUTHORIZATION

- Uses and disclosures of psychotherapy notes
- Uses and disclosures of substance use disorder counseling notes
- Uses and disclosures of PHI for marketing purposes
- Disclosures that constitute a sale of your PHI
- You have the right to opt out of being contacted or receiving notices for fundraising

YOU MAY REVOKE AN AUTHORIZATION AT ANY TIME, IN WRITING, EXCEPT TO THE EXTENT THAT WE HAVE ALREADY ACTED UPON IT.

IV. SPECIAL RULES REGARDING DISCLOSURES OF MENTAL HEALTH INFORMATION, SUBSTANCE USE TREATMENT INFORMATION AND HIV-RELATED INFORMATION

MENTAL HEALTH INFORMATION - Certain mental health treatment information may be disclosed for treatment and payment purposes as permitted or as required by law. Otherwise, we will only disclose such information pursuant to an authorization, court order or as otherwise required by law. For example, all communications between you and a psychologist, psychiatrist, social worker and certain therapists and counselors will be privileged and confidential in accordance with State and Federal law. We may use or disclose your mental health information without your consent or authorization in the following circumstances:

- **Abuse:** If we have reason to believe that a minor child, elderly person, or person with a disability has been abused, abandoned, or neglected, we must report this concern or observations related to these conditions or circumstances to the appropriate authorities.
- **Serious Threat to Health or Safety:** If you communicate to clinical staff an explicit threat of imminent serious physical harm to yourself or others and we believe you may act on that threat, we have a legal duty to take the appropriate measures, including disclosing information to the appropriate authorities. In both cases, we will disclose only what we feel is the minimal amount of information necessary.

SUBSTANCE USE DISORDER TREATMENT INFORMATION - If you are receiving treatment or diagnosis for substance use disorder, the confidentiality of patient records is protected by Federal law and regulations and the 2024 Part 2 Rule.

- The Part 2 rule protects “records of the identity, diagnosis, prognosis, or treatment of any patient which are maintained in connection with the performance of any program or activity relating to substance use disorder education, prevention, training, treatment, rehabilitation, or research, which is conducted, regulated, or directly or indirectly assisted by any department or agency of the United States.”
- Patient Consent: Participation in our substance use disorder treatment requires us to obtain your written consent before we can disclose information about you for treatment, payment, and health care operations. The Part 2 Rule allows for a single consent for all future uses and disclosures for treatment, payment, and health care operations. It also allows covered entities and business associates that receive records under the single consent to redisclose the records in accordance with the HIPAA regulations. However, the Part 2 Rule prohibits combining patient consent for the use and disclosure of records for civil, criminal, administrative, or legislative proceedings with a patient consent for any other use or disclosure. The rule requires a separate patient consent of the use and disclosure of substance use disorder counseling notes. Each disclosure made with patient consent must include a copy of the consent or a clear explanation of the scope of the consent. The rule also restricts the use of records and testimony in a civil, criminal, administrative, and legislative proceedings against patients without patient consent or a court order.
- Generally, we may not disclose to a person outside of the program that you attend the program or have received any sort of services from the facility, or disclose any information identifying you as an individual being treated for substance use disorder, unless:
 - You consent in writing; or
 - The disclosure is allowed by a court order; or
 - The disclosure is made to medical personnel in a medical emergency or to public health authorities, provided that the records disclosed are de-identified according to HIPAA standards
 - In order to report a crime committed by a patient either at the facility or against an employee of the facility
 - In order to report suspected child abuse or neglect as required by law
- Segregation of information: The Part 2 Rule includes an express statement that segregating or segmenting Part 2 records is *not* required, meaning that Part 2 records can be maintained as part of an electronic health record. However, the rule also creates a new definition, SUD Counseling Notes, for a clinician’s notes analyzing the conversation in a counseling session that the clinician voluntarily maintains separately from the rest of the patient’s treatment and medical record and that require specific consent from an individual and cannot be used or disclosed based on a broad consent for treatment, payment and healthcare operations.

HIV-RELATED INFORMATION - We may disclose HIV-related information as permitted or required by State law. For example, your HIV-related information, if any, may be disclosed without your authorization for treatment purposes, certain health oversight activities, pursuant to a court order, or in the event of certain exposures to HIV by personnel of Wellspring, another person or a known partner (if certain conditions are met).

V. WHAT ARE YOUR RIGHTS? YOU HAVE THE RIGHT TO:

- Request, in writing, restrictions on certain uses and disclosures of your Protected Health Information (PHI).
- Receive reasonable confidential communication of PHI, e.g. contact you at a place of your choosing.
- Inspect and copy your medical record by written request, with some exceptions. You have the right to obtain an electronic copy of any of your protected health information that we maintain in electronic format. You have the right to request that we transmit a copy of your protected health information directly to another person or entity designated by you. Wellspring reserves the right to deny the request, to which you may make a further appeal.
- Request an amendment of your medical record for as long as the information is maintained by or for Wellspring. Wellspring reserves the right to deny the request, to which you may make a further appeal.
- Receive an accounting of Wellspring’s disclosures of your PHI during the six years prior to your request.
- Receive a paper copy of this Notice.
- Request transmission of your protected health information in electronic format.
- Receive notification following a breach of your unsecured PHI.
- Restrict the disclosure of PHI to health plans for the purposes of payment if you paid out-of-pocket in full for the health services or item to which the information relates.
- File a Complaint with us or with the Secretary of Health and Human Services

VI. HOW YOU CAN REPORT A PROBLEM

If you feel your privacy rights have been violated, you may file a complaint with the Wellspring Foundation, or the Secretary of the United States Department of Health and Human Services (DHHS), Office for Civil Rights (OCR) at: U.S. DHHS, OCR, J.F. Kennedy Federal Building - Room 1875, Boston, Massachusetts 02203. Voice phone: (617) 565-1340. TDD: (617) 565-1343. FAX: (617) 565-3809.

There will be no retaliation for filing a complaint.

If you have questions and would like more information, you may contact:

Privacy Officer
The Wellspring Foundation, Inc.
P.O. Box 370
Bethlehem, CT 06798
203-266-8000