MONARCH CHIROPRACTIC, LLC

Notice of Privacy Practices

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.

Effective date: November 11, 2026

Your information. Your rights. Our responsibilities.

At a glance, you have the right to:

- Get a copy of your health and billing records
- Ask us to correct your records
- Ask us to contact you confidentially
- Ask us to limit what we use or share
- Get a list of those with whom we've shared your information
- Get a copy of this notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated

You have some choices about how we share your information. And there are ways we typically use and share it to care for you, run our practice, and get paid — explained below.

Your rights

Get a copy of your health and billing records

- You can ask to see or get a copy of your records, including your X-rays and examination findings, on paper or electronically. Ask our front desk or our Privacy Officer.
- We will provide a copy or a summary, usually within 30 days of your request. We may charge a reasonable, cost-based fee, within the limits set by federal and Montana law.

Ask us to correct your records

- You can ask us to correct information about you that you think is incorrect or incomplete.
- We may say "no," but we'll tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way (for example, a particular phone number or by mail instead of text) or at a different address.

- We will say "yes" to all reasonable requests.

Ask us to limit what we use or share

- You can ask us not to use or share certain information for treatment, payment or our operations. We are not required to agree, and we may say "no" if it would affect your care.
- **If you pay for a service or item out of pocket in full**, you can ask us not to share that information with your health insurer for payment or our operations. We will say "yes" unless a law requires us to share it.

Get a list of those with whom we've shared information

- You can ask for a list (accounting) of the times we've shared your information for up to six years before the date you ask, who we shared it with, and why.
- The list will include all disclosures except those for treatment, payment and health care operations, and certain others (such as any you asked us to make). We provide one list a year for free, and may charge a reasonable, cost-based fee if you ask for another within 12 months.

Get a copy of this notice

You can ask for a paper copy at any time, even if you agreed to receive it electronically. We'll give it to you promptly.

Choose someone to act for you

- If you have given someone medical power of attorney, or someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- For patients under 18, a parent or guardian generally acts for the child, except where Montana law allows a minor to make his or her own health care decisions.
- We will make sure the person has this authority before we take any action.

File a complaint if you feel your rights are violated

- You can complain to us by contacting our Privacy Officer (contact information at the end of this notice).
- You can complain to the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/hipaa/filing-a-complaint.
- We will not retaliate against you for filing a complaint.

Your choices

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us to:

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

If you are not able to tell us your preference — for example, if you are unconscious — we may share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases, we never share your information unless you give us written permission:

- Marketing purposes, including using your name, photo, story or testimonial in our advertising, website or social media
- Sale of your information
- Most sharing of psychotherapy notes (we do not keep psychotherapy notes)

We do not conduct fundraising.

Our uses and disclosures

We typically use or share your health information in the following ways.

Treat you

We use your health information and share it with other professionals who are treating you. *Example: we review your history, examination findings and X-rays to plan your adjustments, or share your records with your primary care provider or a specialist we refer you to.*

Run our practice

We use and share your health information to run our practice, improve your care, and contact you when necessary. *Example: we send appointment reminders by phone, text or email, review our quality of care, and train our staff.*

Bill for your services

We use and share your health information to bill and get payment for your care. *Example: we prepare a superbill you can submit to your health plan, or give information to your health plan, auto insurer or workers' compensation carrier as needed to receive payment.*

Business associates

Some services are provided for us by companies such as our electronic health record, scheduling, patient messaging, billing and secure forms providers. We share only the information they need to do that work, and we require them by written contract to protect it.

How else can we use or share your health information?

We are allowed or required to share your information in other ways — usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we

can share your information for these purposes. For more information see www.hhs.gov/hipaa/for-individuals.

Help with public health and safety issues

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications or devices
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety

Do research

We can use or share your information for health research, only as the law allows.

Comply with the law

We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

Respond to organ and tissue donation requests

We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers' compensation, law enforcement, and other government requests

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official, as the law allows
- With health oversight agencies, such as the Montana Board of Chiropractors, for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

We can share health information about you in response to a court or administrative order, or in response to a subpoena, as the law allows.

Substance use disorder treatment records

We do not provide substance use disorder treatment. If we ever receive records from a substance use disorder treatment program that are protected by federal law (42 CFR Part 2), we will protect them as that law requires. Those records, or testimony about their contents, will not be used or shared in any civil, criminal, administrative, or legislative investigation or proceeding against you unless you give your written consent or a court order is issued after you are given notice and an opportunity to be heard. A court order

authorizing use or disclosure must be accompanied by a subpoena or other legal requirement compelling disclosure before the requested record is used or disclosed.

Montana law

Montana law may give some information more protection than federal law — for example, certain information about HIV and other infectious diseases, genetic testing, and mental health. When Montana law is more protective of your privacy, we follow Montana law.

Our responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see www.hhs.gov/hipaa/for-individuals/notice-privacy-practices.

Changes to the terms of this notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our website.

Questions and contact

Dr. Reid Doyle, Privacy Officer
Monarch Chiropractic, LLC
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(406) 300-0440

This notice applies to Monarch Chiropractic, LLC and its staff. Please don't send health information by regular email.