

NOTICE OF PRIVACY PRACTICES

Effective Date: September 13, 2026 | Last Updated: September 13, 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.

Alqimind LLC, doing business as Alqimind ("Alqimind," "we," "us," or "our"), is committed to protecting the privacy and security of your health information.

This Notice explains how Alqimind may use and disclose your protected health information, your rights concerning that information, our legal responsibilities, and how to submit a privacy question or complaint.

"Protected health information," or "PHI," generally means individually identifiable information concerning your past, present, or future physical or mental health, healthcare, or payment for healthcare.

HOW WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

The following sections describe common circumstances in which Alqimind may use or disclose PHI without obtaining a separate written authorization.

Treatment

We may use and disclose PHI to evaluate your condition, provide psychiatric care, prescribe and manage medications, coordinate treatment, and communicate with professionals involved in your care. This may include your primary-care provider, therapist, psychiatrist, pharmacy, laboratory, hospital, or another treating professional.

Payment

We may use and disclose PHI to bill and receive payment for services, including verifying insurance benefits, submitting claims, obtaining authorization, responding to health-plan inquiries, coordinating benefits, collecting balances, and communicating with billing or payment-processing services.

Healthcare Operations

We may use and disclose PHI for activities necessary to operate and improve the practice, including quality improvement, clinical consultation, credentialing, licensing, compliance, auditing, billing review, training, legal and administrative services, information technology, cybersecurity, patient safety, and business management.

Business Associates

We may share PHI with organizations or professionals that perform services on our behalf, such as electronic health-record, billing, scheduling, telehealth, secure-form, information-technology, legal, and accounting providers. When required by HIPAA, these business associates must contractually safeguard PHI.

Appointment Reminders and Service Communications

We may use your contact information for appointment reminders, scheduling, registration, billing, prescription-related administrative notices, and information about treatment alternatives or health-related services relevant to your care. Please notify us if you require a particular communication method.

Family, Caregivers, and Others Involved in Care

When permitted by law, we may disclose relevant PHI to a family member, caregiver, personal representative, or another person involved in your care or payment. When possible, we will ask for your agreement or give you an opportunity to object. If you are unavailable or incapacitated, we may use professional judgment to make a limited disclosure in your best interest.

Minors

A parent, legal guardian, or other legally authorized representative may generally exercise a minor's privacy rights and receive information about care. Exceptions may apply when a minor may lawfully consent to care, when information is otherwise protected by law, when disclosure could endanger the minor, or in other legally recognized circumstances.

Required by Law

We may use or disclose PHI when required by federal, state, or local law.

Public Health and Safety

We may disclose PHI for legally authorized public-health activities, reporting required information, preventing disease or injury, reporting adverse events, complying with investigations, or preventing or reducing a serious and imminent threat to health or safety.

Abuse, Neglect, or Domestic Violence

We may disclose PHI to an authorized agency when required or permitted by law to report suspected abuse, neglect, exploitation, or domestic violence.

Health Oversight

We may disclose PHI to authorized health-oversight agencies for audits, inspections, investigations, licensure actions, credentialing reviews, or compliance monitoring.

Legal and Administrative Proceedings

We may disclose PHI in response to a valid court order, subpoena, discovery request, administrative order, or other lawful process, subject to applicable protections.

Law Enforcement

We may disclose PHI to law-enforcement officials when permitted or required by law, including in response to legal process, to report certain injuries or crimes, to identify or locate an individual, or to address a serious threat.

Coroners, Medical Examiners, Funeral Directors, and Donation

We may disclose PHI to coroners, medical examiners, funeral directors, or organizations involved in organ, eye, or tissue donation as authorized by law.

Workers' Compensation

We may disclose PHI as authorized or required for workers' compensation or similar programs concerning work-related injury or illness.

Specialized Government Functions

When permitted by law, we may disclose PHI for certain military, veterans' affairs, national-security, protective-services, correctional, or government-benefit functions.

Research

PHI may be used or disclosed for research when you authorize it or when an institutional review board, privacy board, or applicable law permits the use without individual authorization.

USES AND DISCLOSURES THAT GENERALLY REQUIRE AUTHORIZATION

Uses or disclosures not otherwise permitted or required by law generally require your written authorization. This includes most:

- Uses or disclosures of psychotherapy notes, when applicable
- Uses of PHI for marketing
- Disclosures involving the sale of PHI
- Disclosures to an employer for employment purposes
- Disclosures requested by attorneys, schools, employers, licensing boards, or other third parties when no other legal permission applies

Alqimind does not sell PHI. You may revoke a written authorization at any time. Revocation will not affect information already used or disclosed in reliance on that authorization.

Certain substance-use-disorder, HIV-related, genetic, reproductive-health, and mental-health records may receive additional protection under federal or Florida law. Alqimind will follow the more protective law when it applies.

YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

Inspect and Obtain Copies

You may request access to or copies of PHI maintained in your designated record set. If records are maintained electronically, you may request an electronic copy in a readily producible format. A reasonable, cost-based fee may apply. Access may be denied in limited circumstances, and review rights may apply.

Request an Amendment

If you believe information in your record is incorrect or incomplete, you may request an amendment. We may deny the request in circumstances permitted by law. If denied, you may submit a written statement of disagreement.

Receive an Accounting of Disclosures

You may request a list of certain disclosures made during the legally applicable period. The accounting does not include every disclosure, such as most disclosures for treatment, payment, healthcare operations, or disclosures authorized by you.

Request Restrictions

You may request limits on uses or disclosures for treatment, payment, healthcare operations, or communications with people involved in your care. We are generally not required to agree. If you pay in full out of pocket for a specific service and request that information about it not be disclosed to your health plan for payment or operations, we must generally honor the request unless disclosure is required by law.

Request Confidential Communications

You may request that we contact you in a particular way or at a particular location. Reasonable requests will be accommodated.

Receive a Paper or Electronic Copy

You may request a paper copy of this Notice at any time, even if you previously agreed to receive it electronically. An electronic copy is available on the Alqimind website.

Choose a Personal Representative

A person with medical power of attorney or other legal authority may exercise your privacy rights as permitted by law. We may request documentation of that authority.

Receive Breach Notification

You have the right to receive notification if Alqimind or a business associate discovers a breach of unsecured PHI that requires notification under applicable law.

File a Complaint

You may complain to Alqimind or the U.S. Department of Health and Human Services Office for Civil Rights if you believe your privacy rights were violated. Alqimind will not retaliate, deny treatment, or penalize you for a good-faith complaint.

ALQIMIND'S RESPONSIBILITIES

- Maintain the privacy and security of your PHI
- Follow the duties and practices described in the current Notice
- Provide this Notice describing our legal duties and privacy practices
- Notify affected individuals following a breach when required by law
- Limit uses, disclosures, and requests to the minimum necessary when that standard applies
- Accommodate rights and requests as required by applicable law

CHANGES TO THIS NOTICE

Alqimind may change this Notice and its privacy practices. A revised Notice may apply to PHI already maintained as well as information received after the revision. Material revisions will be posted on the Alqimind website and made available upon request.

PRIVACY QUESTIONS, REQUESTS, AND COMPLAINTS

To ask a privacy question, exercise a privacy right, request a copy of this Notice, or submit a complaint, contact:

Privacy Officer

Albert Garcia, MSN, APRN, PMHNP-BC
Alqimind LLC
3626 NW 7th Street
Miami, Florida 33125

Phone: (305) 942-5246**Fax:** (305) 845-5673**Email:** contact@alqimind.com

Please do not send sensitive medical information through ordinary email.

You may also file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights. Information is available at www.hhs.gov/ocr/complaints. Alqimind will not retaliate against you for filing a complaint.

EMERGENCIES

The Privacy Officer's contact information and the Alqimind website are not emergency-response services and are not monitored continuously. If you are experiencing a medical or psychiatric emergency, call 911, go to the nearest emergency department, or call or text 988 for immediate crisis support.