

PAUL B. YELLIN, M.D., PLLC

**THE YELLIN CENTER FOR MIND, BRAIN, AND EDUCATION
104 WEST 29 STREET, 12TH FLOOR, NEW YORK, N.Y. 10001**

NOTICE OF OUR PRIVACY POLICIES

THIS NOTICE DESCRIBES HOW PERSONAL AND MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY.

A. OUR POLICY REGARDING YOUR PERSONAL AND HEALTH INFORMATION

We are committed to preserving the privacy and confidentiality of your personal and health information. This Privacy Notice describes how the office of Paul B. Yellin, M.D., PLLC (The Yellin Center) may use and disclose your personal and health information. It also describes your rights with respect to your personal and health information. Your “health information” includes most information about your physical and mental health, such as the reasons for your visit, testing results, and demographic data, which contains details that can be used to identify you.

While The Yellin Center is not subject to HIPAA or other federal health privacy laws, we are subject to State laws and, in any event, are committed to the privacy and ethical use of your information. This document outlines how we will do this.

We reserve the right to change this notice and to make the revised notice effective for all information that we maintain at that time and any information we may receive in the future. We will post a copy of the current notice in our office and we will make any revised notice available at the office for you to request a copy. We will abide by the terms of this notice while it remains in effect, including any future revisions that we may make to this notice.

B. HOW WE PROTECT YOUR COMMUNICATIONS WITH OUR OFFICE

Emails from our office (@yellincenter.com) and the attachments to our emails are encrypted by [Paubox, Inc.](#), as are your replies to our emails, so long as they are sent as a “reply” document or attachment. Our “Contact” forms are also encrypted by Paubox.

C. USES AND DISCLOSURES WITH AND WITHOUT YOUR AUTHORIZATION

We must obtain your written permission or “authorization” to use or disclose your personal and/or health information except in the limited situations listed below, which do not require your written authorization:

1. **Law Enforcement Purposes:** We may disclose your personal and/or health information to law enforcement officials under certain circumstances when we are required by law to disclose such information. For example, we may disclose your personal/health information pursuant to an order, warrant, subpoena or summons issued by a judicial officer. Under certain circumstances, we may disclose your personal/health information pursuant to administrative requests related to law enforcement purposes.
2. **Public Health Activities:** The Yellin Center may disclose your personal/health information to certain public health authorities and others according to specific rules that apply to public health activities. For example, The Yellin Center may disclose your personal/health information where required by public health authorities or other government authorities authorized by law to receive such information for purposes of preventing or controlling disease, injury, disability, or child abuse or neglect or for the conduct of public health surveillance, investigations and interventions.
3. **Health Oversight Activities:** The Yellin Center may disclose your personal/health information to a health oversight agency for oversight activities authorized by law, including audits; civil, administrative, or criminal investigations, proceedings and actions; inspections; licensure or

disciplinary actions; and other activities necessary for appropriate oversight of the health care system and oversight of certain programs and entities as authorized by law.

4. **Judicial and Administrative Proceedings:** We may disclose your personal/health information in the course of any judicial or administrative proceeding in response to an order of a court or administrative tribunal as expressly authorized by such order. In certain circumstances, we may disclose your personal/health information in response to a subpoena, discovery request or other lawful process to the extent authorized by State law if we receive satisfactory assurances from the party requesting your information that you have been notified of the request or that they have made reasonable efforts to obtain a qualified protective order. A qualified protective order is an order of a court or tribunal that prohibits the use or disclosure of your personal/health information for any purpose other than the proceeding for which it was requested and which requires that your personal/health information will be returned to The Yellin Center at the end of the proceeding.
5. **Suspected Abuse, Neglect or Domestic Violence:** The Yellin Center will disclose medical information that reveals that you may be a victim of abuse, neglect or domestic violence to a government authority if The Yellin Center is required by law to make such disclosure. For example, State law requires health care professionals to report cases of suspected child abuse or maltreatment. If The Yellin Center is authorized, but not required, by law to disclose evidence of suspected abuse, neglect or domestic violence, it will do so if it believes that disclosure is necessary to avoid physical harm.
6. **Appointment Reminders:** The Yellin Center may, from time to time, use or disclose your personal/health information to contact you to provide appointment reminders or information about services that we believe may be of interest to you. The Yellin Center may remind you of appointments by mailing a letter to you at the address provided by you or by telephoning your home and/or cell phone and leaving a message on your phone, answering machine, or with the individual

answering the phone. The Yellin Center will not disclose any information with these appointment reminders except your name, your address and the time, date and location of your appointment.

7. **Required by Law:** In addition to those uses and disclosures listed above, we may use and disclose your personal/health information if and to the extent we are required by law.

D. YOUR RIGHTS

You have the following rights regarding your personal/health information:

1. **Right to Revoke an Authorization:** You may revoke an Authorization in writing, at anytime. To request a revocation, you must submit a written request to The Yellin Center's Manager, whose contact information is listed below in part D of this Privacy Notice.
2. **Right to Request Restrictions on Uses and/or Disclosures:** You may request restrictions on the use and/or disclosure of your personal/health information, or of certain parts of your personal/health information, for treatment or health care operations. To request restrictions, you must submit a written request to The Yellin Center's Manager. In your written request, you must identify the specific restriction requested and identify who you want the restrictions to apply to. The Yellin Center is not obligated to agree to any of your requested restrictions. If we deny your request to a restriction, we will notify you.
3. **Right to Request Confidential Communications:** You may request to receive confidential communications of personal/health information by alternative means or at alternative locations. You must make your request to The Yellin Center's Manager. The Yellin Center will accommodate all reasonable requests. We may condition this accommodation on your specifying an alternative address or other method of contact. We will not require you to provide an explanation for your request.
4. **Right to Inspect and Copy Information:** You will generally be permitted to inspect and obtain a copy of your personal/health information that we maintain. These include medical and billing

records or other records that The Yellin Center use for making decisions about you. However, you may not have the right to inspect or copy certain records, including certain clinician's notes. Please note that New York State's Mental Hygiene Law and Public Health Law may provide you with independent rights to inspect and copy such information. If State law allows you to inspect and copy such information, The Yellin Center will respond to your request to access such information in accordance with New York State law. We may deny your request to inspect or copy your personal/health information. Depending on the circumstances, you may or may not have a right to appeal our decision to deny your request. To inspect or copy your personal/health information, you must submit a written request to The Yellin Center's Manager. If you request a copy of your information, we may charge you a fee for the costs of copying and mailing your information and for other costs only as allowed by law.

5. **Right to Amend Your Information:** You may request that we amend your personal/health information that we maintain. To request an amendment, you must submit a written request, along with a reason that supports your request to our Manager. In certain cases, we may deny your request for an amendment. If we deny your request for an amendment, you have the right to file a Statement of disagreement with us. If you file such a Statement, we may prepare a rebuttal to your Statement and will provide you with a copy of any such rebuttal.
6. **Right to Receive a Copy of Notice:** Upon your request, we will provide you with a paper copy of this Privacy Notice.
7. **Right to Complain:** You have the right to complain to The Yellin Center or to the NY State Department of Health if you believe your privacy rights have been violated. You may complain to The Yellin Center by contacting The Yellin Center's Manager, using the contact information below. You will not be retaliated against in anyway for filing a complaint.

E. PRIVACY CONTACT

The Yellin Center's contact person for all issues regarding patient privacy and your rights covered by this Notice shall be directed to the Manager. The contact information for the Manager is:

Ms. Rishara Maharaj
Paul B. Yellin, M.D., PLLC
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