**Privacy Policy**

Commitment to Privacy:

The appropriate collection, use and disclosure of patients’ personal health information is

fundamental to our day-to-day operations and to patient care. Protecting the privacy and the

confidentiality of patient personal information is important to the physicians and staff at

CannaKush Consulting Office, LLC. We strive to provide our patients with excellent medical

care and service. Every member of CannaKush Consulting Office, LLC. must abide by our

commitment to privacy in the handling of personal information. This policy was last modified on

July 27, 2020.

Applicability of This Privacy Policy:

Our Privacy Policy attests to our commitment to privacy and demonstrates the ways we

ensure that patient privacy is protected. Our Privacy Policy applies to the personal health

information of all our patients that is in our possession and control.

What is Personal Health Information?

Personal health information means identifying information about an individual relating to

their physical or mental health (including medical history), the providing of health care to the

individual, payments or eligibility for health care, organ and tissue donation and health

number.

The 10 Principles of Privacy

Our Privacy Policy reflects our compliance with fair information practices, applicable

laws and standards of practice.

1. Accountability

We take our commitment to securing patient privacy very seriously. Each healthcare provider

and employee associated with the Practice is responsible for the personal information under

his/her control. Our employees are informed about the importance of privacy and receive

information periodically to update them about our Privacy Policy and related issues.

2. Identifying Purposes: Why We Collect Information

We ask you for information to establish a relationship and serve your medical needs. We obtain

most of our information about you directly from you, or from other health practitioners whom

you have seen and authorized to disclose to us. You are entitled to know how we use your

information and this is described in the Privacy Statement posted at CannaKush Consulting

Office, LLC. We will limit the information we collect to what we need for those purposes, and

we will use it only for those purposes. We will obtain your consent if we wish to use your

information for any other purpose.

3. Consent

You have the right to determine how your personal health information is used and disclosed. For

most health care purposes, your consent is implied as a result of your consent to treatment,

however, in all circumstances express consent must be written. Your written Consent will be

forwarded to the Privacy Officer who will document the request inpatient’s medical records and

notify appropriate Health care providers and their supporting staff. Patients who have withdrawn

consent to disclose PHI must sign and date the Consent to Withdrawal Form. It is understood

that the consent directive applies only to the PHI which the patient has already provided, and not

to PHI which the patient might provide in the future.

CannaKush Consulting Office, LLC permits certain collections, uses, and disclosures of the PHI,

despite the consent directive, healthcare providers may override the consent directive in certain

circumstances, such as emergencies; and the consent directive may result in delays in receiving

health care, reduced quality of care due to healthcare provider’s lacking complete information

about the patient, and healthcare provider’s refusal to offer non-emergency care. Your written

Consent to Withdrawal Form will be forwarded to the Privacy Officer who will document the

request in patient’s medical records and notify appropriate Health care providers and their

supporting staff.

4. Limiting Collection

We collect information by fair and lawful means and collect only that information which may be

necessary for purposes related to the provision of your medical care.

5. Limiting Use, Disclosure and Retention

The information we request from you is used for the purposes defined. We will seek your

consent before using the information for purposes beyond the scope of the posted Privacy

Statement. Under no circumstances do we sell patient lists or other personal information to third

parties. There are some types of disclosure of your personal health information that may occur as

part of this Practice fulfilling its routine obligations and/or practice management. This includes

consultants and suppliers to the Practice, on the understanding that they abide by our Privacy

Policy, and only to the extent necessary to allow them to provide business services or support to

this Practice. We will retain your information only for the time it is required for the purposes we

describe and once your personal information is no longer required, it will be destroyed.

However, due to our on-going exposure to potential claims, some information is kept for a longer

period.

6. Accuracy

We endeavor to ensure that all decisions involving your personal information are based upon

accurate and timely information. While we will do our best to base our decisions on accurate

information, we rely on you to disclose all material information and to inform us of any relevant

changes.

7. Safeguards: Protecting Your Information

We protect your information with appropriate safeguards and security measures. The Practice

maintains personal information in a combination of paper and electronic files. Recent paper

records concerning individuals’ personal information are stored in files kept onsite at our

office. Older records may be stored securely offsite. Access to personal information will be

authorized only for the healthcare providers and employees associated with the Practice, and

other agents who require access in the performance of their duties, and to those otherwise

authorized by law. We provide information to health care providers acting on your behalf, on the

understanding that they are also bound by law and ethics to safeguard your privacy. Other

organizations and agents must agree to abide by our Privacy Policy and may be asked to sign

contracts to that effect. We will give them only the information necessary to perform the services

for which they are engaged, and will require that they not store, use or disclose the information

for purposes other than to carry out those services. Our computer systems are password-secured

and constructed in such a way that only authorized individuals can access secure systems and

databases. If you send us an e-mail message that includes personal information, such as your

name included in the "address,” We will use that information to respond to your inquiry. Please

remember that e-mail is not necessarily secure against interception. If your communication is

very sensitive, you should not send it electronically unless the e-mail is encrypted, or your

browser indicates that the access is secure.

8. Openness: Keeping You Informed

The Practice has prepared this plain-language Privacy Policy to keep you informed. You may

view a copy by visiting our website at www.cannakushconsultant.com

If you have any additional questions or concerns about privacy, we invite you to contact us by

phone and we will address your concerns to the best of our ability.

9. Access and Correction

With limited exceptions, we will give you access to the information we retain about you within a

reasonable time, upon presentation of a written request and satisfactory identification.

We may charge you a fee for this service and if so, we will give you notice in advance of

processing your request.

If you find errors of fact in your personal health information, please notify us as soon as possible

and we will make the appropriate corrections. We are not required to correct information relating

to clinical observations or opinions made in good faith. You have a right to append a short

statement of disagreement to your record if we refuse to make a requested change.

If we deny your request for access to your personal information, we will advise you in writing of

the reason for the refusal and you may then challenge our decision.

10. Challenging Compliance

We encourage you to contact us with any questions or concerns you might have about your

privacy or our Privacy Policy. We will investigate and respond to your concerns about any aspect

of our handling of your information.

In most cases, an issue is resolved simply by telling us about it and discussing it. You can reach

us at:

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