

**NOTICE OF PRIVACY PRACTICES**  
*Effective Date: February 16, 2026*

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. THIS NOTICE APPLIES TO ALL EVERYTHING CPAP LOCATIONS AND ANY FUTURE LOCATIONS PLEASE REVIEW IT CAREFULLY.**

Everything CPAP is a HIPAA-covered entity that provides durable medical equipment, prosthetics, orthotics, and supplies (DMEPOS), including CPAP and related services. We are required by law to maintain the privacy of your protected health information (PHI), to provide you this Notice of Privacy Practices (Notice), and to abide by its terms. We also comply, where applicable, with the federal confidentiality rules for Substance Use Disorder (SUD) records under 42 C.F.R. Part 2.

**Our Legal Duties**

- Maintain the privacy and security of your PHI and provide breach notifications when required.
- Provide this Notice describing our legal duties, privacy practices, and your rights.
- Follow the terms of the most current version of this Notice.
- Post the current Notice in our office and on our website, and provide it upon request.

**Redisclosure:** Protected health information disclosed by us may be subject to disclosure by the recipient and may no longer be protected by HIPAA.

**Uses and Disclosures of PHI Without Your Written Authorization**

**Treatment:** We may use or disclose PHI to provide, coordinate, and manage your care—for example, to fulfill equipment orders; to communicate with your physicians or other providers; and to send appointment, service, or resupply reminders by phone, text, email, or mail.

**Payment:** We may use or disclose PHI to obtain payment for services—for example, to submit claims to your health plan, verify coverage or medical necessity, obtain prior authorizations, or conduct billing and collections.

**Health Care Operations:** We may use PHI for our operations—for example, for quality assessment and improvement, staff training, accreditation, auditing, compliance, and customer service.

**Other Permitted or Required Disclosures:** We may disclose PHI as allowed or required by law, including: public health and safety activities; abuse, neglect, or domestic violence reporting; health oversight; judicial and administrative proceedings (e.g., court orders or subpoenas with appropriate safeguards); law enforcement (limited circumstances); coroners, medical examiners, and funeral directors; research with safeguards; workers' compensation; to business associates who must protect PHI; and to military/national security authorities when applicable.

**Health-Related Communications:** We may contact you about products, services, or health-related benefits related to your care. We will obtain your authorization when required by law.

**Special Rules for Substance Use Disorder (SUD) Records – 42 C.F.R. Part 2**

If we create, maintain, receive, or use SUD treatment records protected by 42 C.F.R. Part 2, those records are subject to stricter protections than other PHI. Except as expressly permitted by Part 2, SUD records may not be disclosed for treatment, payment, or health care operations without your specific written consent. SUD records generally may not be used or disclosed in civil, criminal, administrative, or legislative proceedings without your written consent or a Part 2-compliant court order. Part 2 places special limits on redisclosure: recipients of SUD information are prohibited from redisclosing it unless permitted by Part 2. You may request restrictions on disclosures of SUD records and may revoke your SUD consent at any time, except to the extent action has already been taken. Certain SUD counseling session notes receive heightened protection.

**Disclosures to Family, Friends, or Others Involved in Your Care or Payment**

We may disclose PHI to a family member, relative, friend, or other person involved in your care or payment for care if you do not object. When feasible, we will give you an opportunity to object and will limit information to what is relevant to that person's involvement.

**Uses and Disclosures Requiring Your Written Authorization**

We will obtain your written authorization for uses and disclosures not described in this Notice, including most marketing, any sale of PHI, psychotherapy notes if we maintain them, and other non-routine disclosures. You may revoke an authorization in writing at any time, except to the extent we have already relied on it.

**Your Rights Regarding PHI**

**Request Restrictions:** You may ask us to restrict certain uses or disclosures of PHI. We are not required to agree, but if we do, we will comply unless the restriction is prohibited by law.

**Confidential Communications:** You may request that we communicate with you in a certain way or at a certain location (e.g., text or email). We will accommodate reasonable requests.

**Access and Copies:** You may inspect and obtain a copy of PHI in our records, with limited exceptions. Reasonable, cost-based fees may apply. Where feasible, you may request an electronic copy.

**Request Amendment:** If you believe your PHI is incorrect or incomplete, you may request an amendment. We may deny the request in certain circumstances (for example, if we did not create the information or if the record is accurate and complete).

**Accounting of Disclosures:** You may request a list of certain disclosures of your PHI made in the six years prior to your request, excluding disclosures for treatment, payment, and health care operations and other exclusions permitted by law.

**Paper Copy of This Notice:** You may request a paper copy of this Notice at any time, even if you agreed to receive it electronically.

**Complaints**

If you believe your privacy rights have been violated, you may file a complaint with us or with the U.S. Department of Health and Human Services, Office for Civil Rights (OCR). We will not retaliate against you for filing a complaint.

**Contact Information**

Compliance Officer: L.J. Overall 950 N. Cole Rd., Boise, ID 83704 Phone: (208) 323-2727 | Email: lj@everythingcpap.com

**Changes to This Notice**

We may change our privacy practices and the terms of this Notice at any time, as permitted by law. The changes will apply to PHI we already have as well as new information. We will post the current Notice in our office and on our website. The effective date is shown at the top of this Notice.