

Peak Wellness Centers Jun 13 2017 1000 Handbook+Cover booklet
like 1j8173 2000 11-2-2016 c223500+f000 s257295+f000 Modern I=22805 11-29-2016

8322
EXEMPT



Christie Printing Service
P.O. Box 3057 | Cheyenne, WY 82003-3057
Phone: 630.464.9391 | email: CPrint@ChristiePrinting.com

FOR USE BY CHRISTIE PRINTING	
Complete:	<u>8-3-2017</u>
Billed:	<u>7-20-2017</u>
Entered:	<u>7-20-2017</u>
Delivered:	<u>7-20-2017 # 578921</u>
Received:	<u>7-19-2017</u> 8337

TO: Modern Printing – BRIAN 600 S 3rd St Laramie, WY 82070	INVOICE TO: Christie Printing Services 1603 Capitol Ave, Suite 413 Cheyenne, WY 82001	SHIP or DELIVER TO: 1. 1,200 Handbooks to: Christie Printing Services 1603 Capitol Ave, Suite 413 Cheyenne, WY 82001 2. 500 Handbooks to: Peak Wellness 1263 N 15 th St. Laramie, WY 82072
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Purchase Order No. 8322

ORDER DATE	NEED BY	SHIP VIA	F.O.B.	
6-14-2017		Whichever is less, ship or Deliver 1,200 to Christie Printing's Cheyenne WY office.		
Terms	Quote 4539 Approved 6-8-2017 Revised quote 1550 approved 6/14/2017	Deliver 500 to Peak Wellness in Laramie, Christie Printing on return address, do not include an invoice.	For Resale Yes	For Use No
QUANTITY		PLEASE SUPPLY THE ITEMS LISTED BELOW	UNIT	PRICE
ORDERED	UNIT			
1,700	each	Handbook+Cover • Color • 80# gloss text (or paper like the example we mailed to Modern) • 5.5" x 8.5" • Machine fold and saddle stitch • See UPDATED COPY emailed to Modern on June 14 2017 This is like Modern Printing's previous invoice# 22805 dated 11-29-2016 and Christie Printing's previous PO#8173 dated 11-2-2016.		
As follows: Laramie County (to Cheyenne): 700 Platte County (to Torrington): 200 Albany County (to Laramie): 500 Goshen County (to Torrington): 300			1) Deliver Invoice for all 1,700 and 700 Handbooks (for Laramie County) to Janet Justice at 29 th St. 2) Ship 200 Handbooks (for Platte County) to: Peak Wellness 1954 Mariposa Pkwy. Wheatland, WY 82201 3) Ship 300 Handbooks (for Goshen County) to: Peak Wellness 501 Albany Avenue Torrington, WY 82240 4) Modern Printing will deliver 500 to Peak's Laramie office	
IMPORTANT Acknowledge if unable to deliver by date required.			BY: <u>Cynthia L. Duke</u>	

COST		PRICE
\$1,300.00	1285.00	Deliver or Ship as shown above.
\$ 0.00 freight	5.00 freight Chey, WY	Note on Invoice how the 1,700 Handbooks were distributed to Peak Wellness' offices: 700 to Cheyenne, 200 to Wheatland, 300 to Torrington, 500 to Laramie.
\$1,300.00	5.00 freight Laramie	\$1,625.00
	1295.00	\$ 40.00 freight
Invoice #: <u>24326</u>	dated: <u>7-19-2017</u>	\$1,665.00
Paid ck #: <u>5779</u>	dated: <u>8-8-2017</u>	\$ 0.00 EXEMPT
C Duke Notes: Reorder inquiry 2-1-2018		\$1,665.00

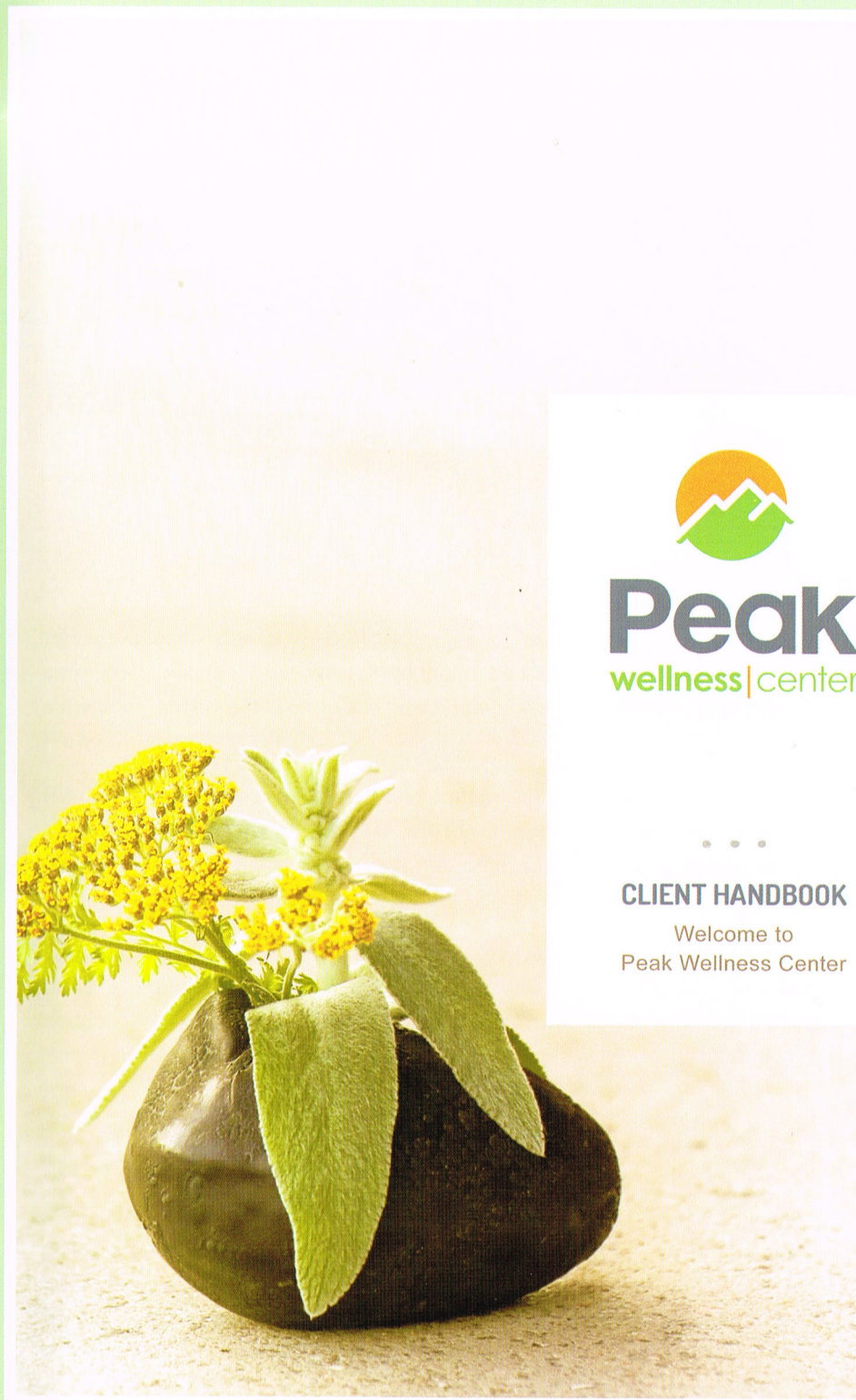
Paid: 8-1-2017 CV#: 63393



PeakWellnessCenter.org



Nov. 2016



Peak
wellness|center



CLIENT HANDBOOK

Welcome to
Peak Wellness Center

PEAK WELLNESS CENTER, INC.

Privacy Notice

Effective Date: April 14, 2003; updated for HIPAA Security April 20, 2005 and Final Rule 2013

This notice describes how informatin about you may be used and disclosed and how you can get access to this information. Please review it carefully.

1. Purpose: Peak Wellness Center and its professional staff, employees, volunteers and interns follow the privacy practices described in this Notice and in the Corporation's Policies and Procedures. The Center keeps your information in records that will be maintained and protected in a confidential manner, as required by law. Please note that in order to provide you with the best possible care and treatment, all professional staff involved in your treatment and employees involved in the health care operations of the agency may have access to your records.

2. How your information is used for treatment, payment and health care operations (TPO): We will always limit the use(s), disclosure(s) and request(s) of your protected health information to that which is determined to be the minimum necessary to accomplish the intended purpose. Your treatment may include sharing information among mental health care providers who are involved in your treatment. For example, if you are seeing both a physician (psychiatrist) and a therapist, information may be shared in the process of coordinating your care. Your insurance company or third party payer may request information that we are required to submit in order for us to bill for your therapy. Anyone reviewing records must follow the same confidentiality laws and rules required of all health care providers. Staff members designated by the Director of Quality Improvement, the Clinic Director and/or the Executive Director may access clinical records periodically. Therapy records are sometimes used for reasons other than client care. For example, records are periodically reviewed to evaluate the quality of care, to verify that quality standards are being met, or to be sure that Peak Wellness Center follows the rules of regulatory agencies for the efficient and effective utilization of care. Examples of these regulatory agencies include the State of Wyoming Department of Health, Mental Health Division, Substance Abuse Division, and the Office of Medicaid.

3. How your protected health information is used and stored: Your paper clinical record will be stored in locked file cabinets when not in use and retained by Peak Wellness Center for a minimum of seven years after your last clinical contact with the agency. Records for children will be maintained until the minor attains the age seven years beyond the age of majority. After that time has elapsed, the record will be shredded or otherwise destroyed in a way that protects your privacy, except where law requires it to be kept for a longer period of time. Your electronic clinical record will be stored on a database that is secured with physical and technical safeguards and

only accessed by personnel with proper security training and clearance. In addition to those items listed in #2 (TPO), and until records are destroyed, they may be used for the following purposes unless you ask for restrictions on a specific use or disclosure (instructions listed in #5 below):

- Appointment reminders
- Notification when an appointment is cancelled or rescheduled by the Center;
- As may be required by law such as a court order or imminent danger to yourself or others. – See Clients Rights and Professional Disclosure Statement for more details.

4. Your authoriztion is required for other disclosures: Except as described previously, we will not use or disclose information from your record (such as psychotherapy notes and other clinical documentation) unless you authorize (permit) Peak Wellness Center to do so. You may revoke your permission in writing, which will be effective only after the date of your written revocation. We will not sell your protected health information for any reason including for marketing purposes.

5. You have rights regarding your protected health information:

You have the following rights regarding your health information.

- Right to request restriction. You may request limitations on your mental health information we may disclose, but we are not required to agree to your request. If we agree, we will comply with your request unless the information is needed for payment or healthcare operations or to provide you with emergency treatment. We will honor your request to restrict information provided to a health plan if you paid out of pocket in full for the healthcare service.
- Right to confidential communications. You may request communications in a certain way or at a certain location, but you must specify how or where you wish to be contacted.
- Right to inspect and copy. You have the right to inspect and copy your information regarding decisions about your care. However, psychotherapy notes may not be inspected and copied. We may charge a fee for copying, mailing, and supplies.
- Under limited circumstances, your request may be denied. You may request review of the denial by another licensed mental health professional chosen by Peak Wellness Center.
- Right to request clarification of the record. If you believe that the information we have about you is incorrect or incomplete, you may ask to add clarifying information. Peak Wellness Center is not required to accept the information that you propose.
- Right to accounting of disclosures. You may request a list of the disclosures of your mental health information that have been made to persons or entities other than for treatment, payment or health care operations in the last six (6) years, but not prior to April 14, 2003.
- Right to a copy of this Notice. You may request a paper or electronic copy of this Notice at any time.