

**Options Center for Health & Education, Inc.**

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**Privacy Notice**

Options Center for Health & Education, Inc. is committed to protecting the privacy of your personal and health information. In the course of providing services such as hair analysis, wellness and prevention support, nutritional counseling, learning evaluations, and functional test interpretation, this office may collect information about your health history, symptoms, test results, and wellness concerns.

This information is used to support your consultation services, maintain office records, communicate with you, and carry out normal business operations.

Your information may be used:

- to review your history and test information
- to provide nutritional, wellness, and educational consultation
- to schedule appointments and maintain records
- to communicate with you by email or phone regarding appointments, reports, and other information related to your services

Your information will not be shared without your permission except when required or allowed by law, such as for public health reporting, legal requirements, or emergency situations involving safety. When information must be disclosed, only the minimum necessary information will be shared.

You have the right to request access to your health information, request corrections to your records, and ask questions about how your information is handled.

If you have questions about this Privacy Notice or about your information, please contact:

**Helen K. Cox, RN, BSN, LDN**

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[options@mtco.com](mailto:options@mtco.com)

**Acknowledgment of Receipt**

I acknowledge that I have received and read the Privacy Notice from Options Center for Health & Education, Inc.

Client Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_