

**MindFit, LLC – Practice Policies & Notices**

101 S. Fannin St., Suite 114  
Rockwall, TX 75087  
972-302-1000

**Practice Policies****Appointments & Cancellations**

Appointments must be canceled or rescheduled with at least 24 hours' notice. Cancellations or no-shows within 24 hours will incur a fee of \$125. This fee is the client's responsibility and is not billable to insurance.

**Notice of Privacy Practices (HIPAA)**

MindFit, LLC is committed to protecting the privacy of your protected health information (PHI). Your information may be used and disclosed for treatment, payment, and health care operations as permitted by law. You have the right to access your records, request amendments, request restrictions, and receive an accounting of disclosures. Full HIPAA protections apply to all mental health records maintained by this practice.

**Consumer Notice and Rights Disclosure**

In accordance with House Bill 4224 (89th Regular Session), effective September 1, 2025, and pursuant to Section 181.105 of the Texas Health and Safety Code, MindFit, LLC provides the following information regarding access to health care records and complaint procedures.

**Requesting Health Care Records**

Clients may request access to or copies of their health care records by submitting a written request.

Requests may be submitted by:

- Secure email to: [letsgrow@mindfit.health](mailto:letsgrow@mindfit.health)
- Written request delivered in person
- Written request sent by mail to:

MindFit, LLC

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All requests must include:

- Client's full legal name and date of birth
- Description of records requested
- Preferred delivery method (if available)
- Client signature and date

Requests will be processed in compliance with HIPAA and Texas law, including applicable timeframes, identity verification, and permissible fees.

**Texas Health and Human Services Commission**

Consumers may contact HHSC for assistance:

<https://www.hhs.texas.gov/about/contact-us>

**Filing a Consumer Complaint**

Consumers may file a complaint with the Office of the Attorney General of Texas – Consumer Protection Division:

<https://www.texasattorneygeneral.gov/consumer-protection/file-consumer-complaint>

This notice is provided to ensure transparency, protect consumer rights, and maintain compliance with applicable Texas statutes.