

**ALTERNATE ADMINISTRATOR APPOINTMENT**

**BY MANAGING MEMBERS**

The managing members for Believe Therapies, LLC hereby appoint Jenna Thomas as the Alternate Administrator of the clinic to act in the temporary absence of the Administrator as necessary to assure full time administrative over site of the clinic. The Alternate Administrator will assume legal responsibility for the overall business and/or clinical conduct of this clinic and assure compliance with all applicable laws and regulations as denoted 485.709(B)(4).

 10-29-20

Alternate Administrator – Jenna Thomas Date

 10-29-20

Administrator – Kinsey Johnson Date

 10-29-20

Managing Member - Cynthia Liska Date

 10-29-20

Managing Member – Kristie Herring Date



**ADMINISTRATOR APPOINTMENT**

**BY MANAGING MEMBERS**

Kinsey Johnson will assume full legal responsibility for the overall conduct of this center and will assure compliance with all applicable laws and regulations.

As acting Administrator, Kinsey Johnson will:

1. Be responsible for the overall management of the center under the authority delegated by the managing members.
2. Implement and enforces the center’s policies and procedures.
3. Act as deputy privacy officer.
4. Designate, in writing, an individual who, in the absence of the administrator, acts on behalf of the administrator.
5. Retain professional and administrative responsibility for all personnel providing center services.
6. Follow all company personnel policies and procedures related to the procurement and direction of personnel.

 10-29-20

Administrator – Kinsey Johnson Date

 10-29-20

Managing Member - Cynthia Liska Date

 10-29-20

Managing Member – Kristie Herring Date