

HIPPA Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully. We are required by law to maintain the privacy and confidentiality of your protected health information and to provide you with notice of legal duties and privacy practices in regard to your protected health information. "Protected health information" is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

Uses and Disclosure of Protected Health Information

Treatment: Your health care information may be disclosed to other health care professionals within my practice if I am working in tandem with another acupuncturist or assistant for the purpose of treatment, payment, or health care operations.

Healthcare Operations: We may use or disclose your protected health information in the following situations without your authorization. These situations include: as Required by Law; Public Health issues as required by law; Communicable Diseases; Health Oversight; Abuse or Neglect; Food and Drug Administration requirements; Legal Proceedings; Law Enforcement; Coroners; Funeral Directors; Organ Donation; Research; Criminal Activity; Military Activity and National Security; Public Safety; Workers' Compensation; Inmates; Required Uses and Disclosures. Under the law, we must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of section 164.500

Emergencies

We may disclose your health care information to notify or assist in notifying a family member or another person responsible for your care about your medical condition or in the event of an emergency.

Scheduling of Appointments

We may call your home to confirm scheduled appointments. If you are not at home, we may leave a reminder message on your answering machine or with the person answering the phone. No personal health information will be disclosed during this recording or message other than the date and time of your scheduled appointment.

Your Health Information Rights

- You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised that we are not required to agree to the restriction that you request.
- You have the right to request confidential communications.
- You have the right to inspect and to request a copy of your health information. Please be advised we may charge reasonable fees to provide you with copies of your health information.
- You have the right to request that we amend your protected health information. We are not required to agree to amend your protected health information. If your request to amend your health information has been denied, you will be provided with an explanation of reasons for denial and information about how you can disagree with the denial.
- You have the right to receive an accounting of disclosures of your protected health information made by our office.
- You have a right to a paper copy of this Notice of Privacy Practices.

Changes to this Notice of Privacy Practices

We reserve the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, we are required by law to comply with the terms of this Notice currently in effect. After an amendment is made, the revised Notice of Privacy Protections will apply to all protected health information that we maintain, regardless of when it was created or received. A copy of this notice will be provided to you at your request.

For More Information or to Report a Problem

If you have questions and would like additional information, ask your provider for clarification. If you believe your privacy rights have been violated, you can file a complaint with the U.S. Department of Health and Human Services, Office of Civil Rights. You can find the Office for Civil Rights for your state at: <http://www.hhs.gov/ocr/regmail.html>