



OUR CLINIC PROTECTS YOUR HEALTH INFORMATION AND PRIVACY

Dear Valued Patient,

This notice describes our office's policy for how medical information about you may be used and disclosed, how you can get access to this information, and how your privacy is being protected.

In order to maintain the level of service that you expect from our office, we may need to share limited personal medical and financial information with your insurance company and with Worker's Compensation (and your employer as well in this instance), or with other medical practitioners. We will obtain your authorization before disclosing any information.

Safeguards in place at our office include:

- Limited access to facilities where information is stored.
- Policies and procedures for handling information.
- Requirements for third parties to contractually comply with privacy laws.
- All medical files and records (including email, regular mail, telephone, and faxes sent) are kept on permanent file.

Types of information that we gather and use:

In administering your health care, we gather and maintain information that may include non-public personal information:

- About your financial transactions with us (billing transactions).
- From your medical history, treatment notes, all test results, and any letters, faxes, emails or telephone conversations to or from other health care practitioners.
- From health care providers, insurance companies, worker's comp and your employer, and other third party administrators (e.g. requests for medical records, claim payment information).

Information that may be shared without your consent:

- As required by federal, state, or local law
- If child abuse or neglect is suspected
- Public health risks (for public health activities to prevent and control spread of disease)
- Lawsuits and disputes (in response to a court or administrative order)
- Law enforcement (to help law enforcement officials respond to criminal activities)
- Coroners, medical examiners and funeral directors
- Organ or tissue donation facilities if you are an organ donor
- To avert a threat to an individual or to public health safety

All other disclosures will require you signed consent.

Your rights as a patient include:

- Right to inspect your health record and to receive a copy of your health record upon request
- Right to amend information in your health record you believe is inaccurate or incomplete
- Right to know to whom we have disclosed your health information
- Right to ask for limits on the health information data we give out about you
- Right to receive communication from us about your health information in alternate ways
- Right to a paper copy of the Notice of Privacy Practices

We value our relationship with you, and respect your right to privacy. If you have questions about our privacy guidelines, please call us during regular business hours or e-mail pinandneedleme@gmail.com

Yours sincerely,

Pins & Needles Acupuncture Staff