

NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

This notice describes how health information about you may be used and disclosed, and how you can obtain access to this information.

Uses & Disclosures

Family Chiropractic (the Clinic) may disclose your health information, including clinical records, to another health care provider or to a hospital, if it is necessary for further diagnosis, assessment, or treatment protocol.

The Clinic may disclose your examination and treatment records, and your billing records to a third-party such as an insurance carrier, HMO, PPO or your employer, if they are responsible for payment of services.

The Clinic may use your health information, examination/treatment, and billing records for quality control and/or routine administrative purposes.

The Clinic may need your personal information, as well as clinical records, to contact you for the purposes of providing appointment reminders, treatment alternatives or changes, or other health related information, which may be of interest to you. If you are not available to receive a verbal appointment reminder, a voice mail message will be left. You have the right to refuse to give us authority to contact you to provide appointment reminders, treatment alternatives or other health related information. This refusal will not affect the treatment we provide to you, or the method of reimbursement for your care.

Upon written request, the Clinic shall provide you with access to copies of your medical records. You may request corrections if you identify errors or mistakes, but we will require this request in writing along with the reason to support the change. The Clinic will expect reimbursement for the cost of copying and sending these records.

Other than the circumstances described in the aforementioned uses and disclosures, the Clinic will not sell or provide any patient health information to any outside marketing organization. Any other use or disclosure of your health information will only be made with your written authorization. The Clinic will communicate freely with patients, one-on-one, about treatment options and other health related information.

If you believe your privacy rights have been violated, you may file a complaint with us or with the Secretary of Health and Human Services. All complaints must be submitted in writing. We respect a patient's right to file a complaint, and will not take any action against you.