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Notice of Information 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**

Understanding your acupuncture health record information

Each time you have an appointment, a record is made of your visit. Typically this record contains your health history, current symptoms, examination results, oriental medicine diagnosis and treatment plans. This information serves as:

- A basis for planning your care and treatment.
- A legal document describing the care you receive, written in a format appropriate to Acupuncture and Chinese Herbal Medicine
- *A tool to assess the appropriateness and quality of the care you received*

Your rights under the Federal Privacy Standard

Although your health record is our physical property you have certain rights with regard to the information contained therein. You have the right to:

- Request restrictions on the use and disclosure of your health information for treatment, payment and health care operations. Health care operations means those administrative and managerial functions that we have to do in order to run our office. This right does not include those required by law, for example mandatory reporting of communicable diseases like tuberculosis.
- You may ask us to communicate with you by alternative means and, if the method is reasonable, we must grant the request.
- You have a right to receive and keep a copy of this notice of information practices. If you do request a copy, the law require us to ask you to acknowledge receipt of your copy.
- You have the right to inspect and copy your health information upon request. We reserve the right to charge a reasonable, cost-based fee for making copies.
- You have the right to request a correction of your health information unless we did not create the record or if the record is accurate and complete.
- You have the right to obtain an accounting of non-routine uses or disclosures.
- You have the right to revoke authorization to use or disclose your health information at any time.

With the regulatory consent granted by the Health and Human Services Department we may use or disclose your health information for treatment, payment and operations. For example:

- We can use your personal health information to diagnose, plan and implement the best course of treatment for you.
- We may also use your health information to receive payment from a third party payer, for example Workers Compensation, if applicable and appropriate.

Our responsibility under the Federal Privacy Standard

In addition to providing you your rights, the federal privacy standard requires that we:

- Maintain the privacy of your health information, including implementing reasonable and appropriate physical, administrative, and technical safeguards to protect the information.
 - Provide you with this notice as to our legal duties and privacy practices with respect to individually identifiable health information that we collect and maintain about you.
 - Abide by the terms of this notice.
- Complaints

If you think that we have not properly respected the privacy of your health information, you are free to complain to us or the U.S. Department of Health and Human Services, Office for Civil Rights. All complaints will be thoroughly investigated and you will not suffer retaliation for filing a complaint. If you want to complain to us, send a written complaint to the office. If you prefer, you can discuss your complaint in person or by phone.