

VILLINES CHIROPRACTIC NOTICE OF PRIVACY PRACTICES

Please read it carefully.

This notice describes how health information about you may be used and disclosed. Please review it carefully. State and federal laws require us to maintain the privacy of your health information and to inform you about our privacy practices by providing you with this notice. We must follow the privacy practices as described below. This notice takes effect on April 13, 2003 and will remain in effect until it is amended or replaced by us. It is our right to change our privacy practices provided law permits the changes. Before we make a significant change, this notice will be amended to reflect the changes and we will make the new notice available upon request. We reserve the right to make any changes in our privacy practices and the new terms of our notice effective for all health information maintained, created, and/or received by us before the date changes were made.

TYPICAL USES AND DISCLOSURES OF HEALTH INFORMATION

We will keep your health information confidential, using it only for the following purposes:

TREATMENT: We may use your health information to provide you with our professional services. We have established "minimum necessary" or "need to know" standards that limit various staff members access to your health information according to their primary job functions. Every one of our staff is required to sign a confidentiality statement.

DISCLOSURE: We may disclose and/or share your healthcare information with other health care professionals who provide treatment and/or service to you. These professionals will have a privacy and confidentiality policy like this one. Health information about you may also be disclosed to your family, friends, and/or other persons you choose to involve in your care, only if you agree that we may do so.

PAYMENT: We may use and disclose your health information to seek payment for services we provide to you. This disclosure involves our business office staff and may include insurance organizations or other businesses that may become involved in the process of mailing statements and/or collecting unpaid balances.

EMERGENCIES: We may use or disclose your health information to notify, or assist in the notification of a family member or anyone responsible for your care, in case of any emergency involving your care, your location, your general condition, or death. If at all possible we will provide you with an opportunity to object to this use or disclosure. Under emergency conditions or if you are incapacitated, we will use our professional judgment to disclose only that information directly relevant to your care. We will also use our professional judgment to make reasonable inferences of your best interest by allowing someone to pick up filled prescriptions, x-rays, or other similar forms of health information and/or supplies unless you have advised us otherwise.

HEALTH CARE OPERATIONS: We will use and disclose your health information to keep our practice operable. Examples of personnel who may have access to this information include, but are not limited to, our dental records staff, outside health or management reviewers and individuals performing similar activities.

REQUIRED BY LAW: We may use or disclose your health information when required to do so by law, requested by national security, intelligence and other State and Federal officials and/or if you are an inmate or otherwise under the custody of law enforcement.

ABUSE OR NEGLECT: We may use or disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim or other crimes. This information will be disclosed only to the extent necessary to prevent a serious threat to your health or safety or that of others.

PUBLIC HEALTH RESPONSIBILITIES: We will use or disclose your health information to report problems with products, reactions to medications, product recalls, disease/infection exposure and to prevent and control disease, injury and/or disability.

MARKETING HEALTH - RELATED SERVICES: We will not use your health information for marketing purposes unless we have your written authorization to do so.

NATIONAL SECURITY: The health information of Armed Forces personnel may be disclosed to military authorities under certain circumstances. If the information is required for lawful intelligence, counterintelligence, or other national security activities, we may disclose it to authorized federal officials.

APPOINTMENT REMINDERS: We may use or disclose your health information to provide you with appointment reminders including, but not limited to voicemail messages, postcards, or letters.

YOUR PRIVACY RIGHTS AS OUR PATIENT:

Upon written request, you have the right to inspect and get copies of your health information (and that of an individual for whom you are a legal guardian.) There will be some limited exceptions. If you wish to examine your health information, you will need to contact our office for a copy of all written records.

ACKNOWLEDGEMENT:

I hereby acknowledge that I have received and had an opportunity to ask questions concerning Villines Chiropractic's Notice of Privacy Practices.

Print Name: _____ Signature: _____ Date: _____