

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 visit this clinic, 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 means of communicating among different providers of care within Brio Acupuncture.
- ❖ A legal document describing the care you received, 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 the physical property of Brio Acupuncture, 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 consist of activities necessary to carry out the operations of Brio Acupuncture, such as quality assurance, peer review, and education. 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 requires 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:

- ❖ Brio Acupuncture can use your personal health information to diagnose, plan and implement the best course of treatment for you.

- ❖ Brio Acupuncture may also use your health information to receive payment from a third party payer, for example Workers Compensation, if applicable and appropriate.

EXAMPLES OF USES AND DISCLOSURES OF YOUR PERSONAL HEALTH INFORMATION OTHER THAN FOR TREATMENT, PAYMENT AND OPERATION:

- ❖ Brio Acupuncture may disclose information to researchers when their research has been approved by an Institutional Review Board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.
- ❖ If Brio Acupuncture uses your personal health information for other purposes, you will be informed and asked your permission in writing. You may revoke your consent for authorization at any time.

OUR RESPONSIBILITY UNDER THE FEDERAL PRIVACY STANDARD

In addition to providing you your rights, the federal privacy standard requires Brio Acupuncture to:

- ❖ 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.
- ❖ Train our personnel concerning privacy and confidentiality.
- ❖ Implement a sanction policy to discipline those who breach privacy/confidentiality policies.
- ❖ Lessen the harm of any breach of privacy or confidentiality.

HOW TO GET MORE INFORMATION OR TO REPORT A PROBLEM

If you feel your rights as outlined in this notice have been violated, you have the right to file a complaint. Brio Acupuncture guarantees that your care will not be affected and no retaliatory action will be taken by Brio against you.

Paper copies of the Notice of Information Practices are available for your records. If you want a copy for your records, you may request one at any time.

Patient Signature _____

Printed name of patient _____

Date _____