

HIPPA

Patient Privacy Notification



This notice describes our policy for how medical information about you may be used and disclosed, how you may 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, with Worker's Compensation (and your employer as well in this instance), or with other medical practitioners that you authorize.

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; and
- all medical files and records (including email, regular mail, phone messages, and faxes) 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, test results, and any letters, faxes, emails or phone conversations to/from other health care practitioners;
- from health care providers, insurance companies, Workers Comp and your employer, and other third part administrators (e.g., requests for medical records, claim payment information).

You may update personal information we have collected about you that identifies you.

We value our relationship and respect your right to privacy. If you have questions about our privacy guidelines, please contact us during regular business hours.

Please sign below indicating that you have read our privacy policy.

Printed Name _____

Signature _____ Date _____