

Notice of Privacy Policies For **Malina Chiropractic**

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS NOTICE CAREFULLY.

Introduction

Malina Chiropractic is committed to treating and using protected health information about you responsibly. This Notice of Health Information Practices describes the personal information collected, and how and when that information is used or disclosed. It also describes your rights as they relate to your protected health information. This Notice is effective 09/15/04 and applies to all protected health information as defined by federal regulations.

Understanding Your Health Record/ Information

Each time you visit Malina Chiropractic a record of your visit is made. Typically, this record contains your symptoms, examination, test results, diagnoses, care, and a plan for future care. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care,
- Means of communication among the many health professionals who contribute to your care,
- Legal document describing the care you received,
- Means by which you or a third-party payer can verify that services billed were actually provided,
- A tool in educating health professionals,
- A source of data for medical research,
- A source of information for public health officials charged with improving the health of this state and the nation,
- A source of data for our planning and marketing,
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to: ensure its accuracy, better understand who, what, when, where, and why others may access your health information, and make more informed decisions when authorizing disclosure to others.

Your Health Information Rights

Although your health record is the physical property of Malina Chiropractic, the information belongs to you. You have the right to:

- Obtain a paper copy of this Notice of Privacy practices upon request,
- Inspect and copy your health record as provided for in 45 CFR 164.524,
- Amend your health record as provided in 45 CFR 164.528,
- Obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528,
- Request communications of your health information by alternative means or at alternative locations,
- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522, and
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.

Our Responsibilities

Malina Chiropractic is required to:

- Maintain the privacy of your health information,
- Provide you with this Notice as to our legal duties and privacy practices with respect to information collected and maintained about you,
- Abide by the terms of this Notice,
- Notify you if a requested restriction is unable to be agreed to, and
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

Malina Chiropractic reserves the right to change these practices and to make the new provisions effective for all protected health information maintained. Should our privacy practices change, you will be mailed a revised Notice to the address you've supplied us.

Malina Chiropractic will not use or disclose your health information without your authorization, except as described in this Notice. Malina Chiropractic will also discontinue to use or disclose your health information after we have received a written revocation of the authorization according to the procedures included in the authorization.

For More Information or to Report a Problem

If you have any questions and would like additional information, you may contact the practice's Privacy Officer, Whitney Malina, D.C. If you believe your privacy rights have been violated, you can file a complaint with the practice's Privacy Officer, or with the Office for Civil Rights, U.S. Department of Health and Human Services. There will be no retaliation for filing a complaint with either the Privacy Officer of the Office for Civil Rights. The address for the OCR is listed below:

Office for Civil Rights

U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F, HHH Building
Washington, D.C. 20201

Examples of Disclosures for Treatment, Payment, and Health Operations

Your health information will be used for treatment.

For example: Information obtained by a member of your health care team will be recorded in your record and used to determine the course of care that should work best for you. Your chiropractor will document in your record his or her expectations of the members of your health care team. Members of your health care team will then record the actions they took and their observations. In that way, the chiropractor will know how you are responding to care.

Your health information will be used for payment.

For example: A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

Your health information will be used for regular health operations.

For example: Members of the staff, the risk or quality improvement manager, or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.

- **Business associates:** There are some services provided in the organization through contacts with business associates. Examples include physician services in the emergency department and radiology, billing services that have your personal health information. When these services are contracted, Malina Chiropractic may disclose your health information to business associates so that they can perform the job Malina Chiropractic has asked them to do and bill you or your third-party payer for services rendered. To protect your health information, however, Malina Chiropractic requires the business associate to appropriately safeguard your information.
- **Notification:** Malina Chiropractic may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location, and general condition.
- **Communication with family:** Health professionals, using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care. Appointment dates and times and/or your presence in the office may be disclosed to a family member, other relative, close personal friend or any other person you identify.
- **Research:** Malina Chiropractic 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.
- **Marketing:** Malina Chiropractic may contact you to provide appointment reminders, either by telephone, answering machine, mail or e-mail. Detailed telephone messages may be left on answering machines or given to the caller answering the telephone. Malina Chiropractic may send a birthday card, anniversary card, get well card, and/or a recall card to you. Newsletters may also be sent to you. Your name and photo along with a testimonial may be used in a newsletter or a report for marketing purposes.
- **Treatment Options:** Malina Chiropractic may use and disclose your PHI to inform you of potential treatment options or alternatives.
- **Fund Raising:** You may be contacted as part of a fund-raising effort.
- **Food and Drug Administration (FDA):** Malina Chiropractic may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.
- **Workers compensation:** Malina Chiropractic may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.
- **Public health:** As required by law, your health information may be disclosed to public health or legal authorities charged with preventing or controlling disease, injury, or disability.
- **Law enforcement:** Your health information may be disclosed for law enforcement purposes as required by law or in response to a valid subpoena.

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potential endangering one or more patients, workers or the public.

If you have any questions relating to this Notice of Privacy Policies, please feel free to ask and a staff member at Malina Chiropractic will gladly answer them.