

## **Protecting Your Health Information**

### **New Regulation Passed**

The new regulations as part of the Health Insurance Portability and Accountability Act or HIPAA do three primary things:

1. It helps standardize and simplify the way healthcare organizations exchange health care data.
2. It provides consumers with additional protections for getting and maintaining health insurance coverage;  
although, it does not guarantee coverage.
3. It creates new security rules to ensure the safety and privacy of individual and medical records.

### **Our Pledge Regarding Medical Information**

The privacy of your medical information is important to us. We understand that your medical information is personal and we are committed to protecting it. We create a record of the care and services you receive at our office. We need this record to provide you with quality care and to comply with certain legal requirements. In addition, we have a policy in effect that makes every attempt to maintain the confidentiality of all patients' information.

### **Disclosure of Medical Information**

In addition to disclosing your medical information for treatment, payment, and health care operations, we may disclose medical information for the following purposes: for a court order, subpoena, discovery request, or other lawful process. We may disclose medical information to appropriate authorities if we reasonably believe that you are a victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose health information when authorized and necessary to comply with laws relating to worker's compensation, auto accidents, personal injury or other similar issues. If someone calls or comes by, they will not be given information about your care and/or appointments unless otherwise specified and noted in your file. With your written consent we may also be publicly noting your name and/or picture in our lobby unless otherwise specified. Also upon becoming a patient, we will be entering your name into our database and you will receive our monthly newsletter. If you do not wish to receive our newsletters, please contact our office and advise the receptionist of such. This list will not be sold to any outside agencies.

### **Your Rights**

You have the right to look at or get copies of your medical records and to receive a list of all the times we shared your medical information for purposes other than treatment, payment, and health care operations.

**Open Adjusting Concept**

Because of the open adjusting concept in this office, it is possible for doctor/patient discussions to be overheard by other patients. Most discussions will involve spinal health, but may also include anything concerning the primary health care of that patient. Please notify our office if you wish to be treated only in a private room setting.

**Notification by Mail or Phone**

Patients may be contacted by mail or phone unless written notification is requested that contact be only in person.

**Complaints**

If you feel that your rights have been violated, contact the Office Manager or the U.S. Department of Health and Human Services.