

# **Oakley Chiropractic L.L.C.**

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## **Protecting Your Health Information**

### **New Regulation Passed**

This new regulation is part of the Health Insurance Portability and Accountability Act or HIPAA and does 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. We may also disclose any information related to your treatment and/or account requested by your health insurance provider.

Your protected medical information cannot be disclosed to your family members without your consent or authorization. However, unless you request otherwise, it is permissible for family members to assist you by scheduling or confirming appointments on your behalf.

Upon becoming a patient, we will be entering your name and email into our database and you may 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.

### **Notification by Mail or Phone**

Patients may be contacted by mail, email or phone unless written notification is requested that contact be only in person. Notification will include checking up on the patient, billing questions or concerns, and providing educational material.

### **Complaints**

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