

## Health Information Privacy Policy



# City Pulse Acupuncture

## Notice of Privacy Practices

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

*City Pulse Acupuncture is required, by law, to maintain the privacy and confidentiality of your protected health information and to provide our patients with notice of our legal duties and privacy practices with respect to your protected health information.*

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 in the following cases:

- **Payment:** In order to secure payment we may disclose health care information to your insurance company or with Worker's Compensation (and your employer as well in this instance). If payment is not made as arranged, our office may utilize an outside collection agency, credit reporting agency or other means of collecting outstanding debt. The designated collection agency or authority may review your file containing protected health care information.
- **Treatment:** Your health care information may be disclosed to other healthcare professionals within the practice or other medical practitioners that you authorize
- **Emergencies:** In the event of an emergency, we may need to notify a family member or other person responsible for your care that you have been in an emergency situation.
- **Public Health:** As required by law, we may disclose your health information to public health authorities for the purpose of preventing or controlling disease, reporting child or elder abuse or neglect, reporting domestic violence or reporting disease or infectious exposure.
- **Judicial and Administrative Proceedings or Law Enforcement:** For example in the case of complying with a court order or subpoena.
- **Other Communication:** For example, we may call your home to remind you of an appointment. No protected health information will be provided on this call except for the date and time of your scheduled appointment.

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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.
- All medical files and records (including email, regular mail, telephone, and faxes sent) are kept on permanent file.

In administering your health care, we gather and maintain information that may include:

- Non-public personal information
- Information about your financial transactions with us (billing transactions)
- Medical history, treatment notes, medical test results, and any letters, faxes, emails or telephone conversations to or from this office, to or from other health care practitioners, from health care providers, insurance companies, workman's comp and your employer, and other third part administrators (e.g. requests for medical records, claim payment information).

We value our relationship, and respect your right to privacy. If you have questions about our privacy guidelines, please call us during regular business hours at 510-817-4121.

Rachel Hemphill, DACM, L.Ac., FABORM

By signing this document, I acknowledge that I have received a copy of City Pulse Acupuncture Privacy Policy.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_