

Description of Privacy Practices (HIPAA)

Dear Valued Patient,

This notice describes our office's policy for how medical information about you may be used and disclosed, how you can obtain access to this information, and how your privacy is being protected at our facility.

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.

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 concerning:

- Financial/Billing transactions with us
- Your medical history, treatment notes, test results, and any letters, faxes, emails or telephone conversations to or from other health care practitioners.
- Other 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).

In certain states, you may be able to access and correct personal information we have collected about you, (information that can identify you-e.g. your name, address, Social Security number, etc.).

Patient information privacy safeguards in place at our office include:

- Limited access to rooms where information is stored.
- Policies and procedures in place for handling private information
- Requirements for third parties to contractually comply with privacy laws.
- All medical files and records (including email, regular mail, telephone, and faxes) are retained permanently.

We value our relationship with you and respect your right to privacy. If you have questions about our privacy guidelines, please call us during regular business hours at (203) 598-4351.

Sincerely,

Wendy Haskell L. Ac.
Phoenix Rising Acupuncture