

Our Clinic Protects Your Health Information and

Dear Valued Patient,

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

To maintain the level of service that you expect from The Healing Place, limited personal, medical and financial information may be shared with your insurance company, with Worker's Compensation (and your employer as well in this instance), or with other medical practitioners *that you authorize*.

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.

Types of information that is gathered and used:

In administering your health care, information that may include non-public personal information, is gathered and maintained:

- About your financial transactions with us (billing transactions).
- From your medical history, treatment notes, all test results, and any letters, faxes, emails or telephone conversations 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).

The clinic values its relationship with you, and respects your right to privacy. If you have questions about our privacy guidelines, please call.

By signing below you acknowledge that you have read, understand and have received a copy of this Policy.

Name: _____

Signature: _____

Date: _____