

Acupuncture Health Care Associates, PC

Our Office Protects Your Health Information and Privacy HIPAA Confidentiality Policy

Dear Valued Patient,

This notice describes our office'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. We comply with all regulations in maintaining confidentiality with regards to your personal information and records.

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 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 to maintain confidentiality.
- 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 we gather and use:

In administering your health care, we gather and maintain information that may include non-public personal information.

- About your financial transactions with us (billing transactions).
- From your medical history, treatment notes, and any letters, faxes, emails or telephone conversations to or from other health care practitioners.
- From health care providers, insurance companies, and other third part administrators (*e.g.* requests for medical records, claim payment information).

You are always entitled to copies of your records upon completion of a Records Release Form.

We value our relationships with our patients, and respect your right to privacy. If you have questions about our privacy guidelines, please call us during regular business hours at 845-255-7178.

Yours truly,

Callie Brown, L.Ac.
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