



**Lynn Teo, MSc, MAOM, L.Ac**

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## **Notice of Information Practices**

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

### **UNDERSTANDING YOUR ACUPUNCTURE HEALTH RECORD INFORMATION**

Each time you visit our clinic a record is made of your visit. Typically this record contains your health history, current symptoms, examination results, oriental medicine diagnosis and treatment plans. This information serves as:

- ❖ A basis for planning your care and treatment.
- ❖ A legal document describing the care you received, written in a format appropriate to Acupuncture, Shiatsu and Chinese Herbal Medicine
- ❖ A tool to assess the appropriateness and quality of the care you received

### **YOUR RIGHTS UNDER THE FEDERAL PRIVACY STANDARD**

Although your health record is the physical property of this clinic, you have certain rights with regard to the information contained therein. You have the right to:

- ❖ Request restrictions on the use and disclosure of your health information for treatment, payment, and health care operations. This right does not include those required by law, for example mandatory reporting of communicable diseases like tuberculosis.
- ❖ You may ask us to communicate with you by alternative means and, if the method is reasonable, we must grant the request.
- ❖ You have a right to receive and keep a copy of this notice of information practices. If you do request a copy, the law requires us to ask you to acknowledge receipt of your copy.
- ❖ You have the right to inspect and copy your health information upon request. We reserve the right to charge a reasonable, cost-based fee for making copies.
- ❖ You have the right to request a correction of your health information unless we did not create the record or if the record is accurate and complete.
- ❖ You have the right to obtain an accounting of non-routine uses or disclosures.
- ❖ You have the right to revoke authorization to use or disclose your health information at any time.

**WITH THE REGULATORY CONSENT GRANTED BY THE HEALTH AND HUMAN SERVICES DEPARTMENT WE MAY USE OR DISCLOSE YOUR HEALTH INFORMATION FOR TREATMENT, PAYMENT AND OPERATIONS. FOR EXAMPLE:**

- ❖ Lynn Teo, LAc can use your personal health information to diagnose, plan and implement the best course of treatment for you.
- ❖ Lynn Teo, LAc may also use your health information to receive payment from a third party payer, for example Workers Compensation, if applicable and appropriate.
- ❖ In your best interest, Lynn Teo, LAc may use your health information for quality assurance purposes to assess the care and outcome of your case and the competence of the acupuncturist and Chinese herbal interns and supervisors.

**OUR RESPONSIBILITY UNDER THE FEDERAL PRIVACY STANDARD**

In addition to providing you your rights, the federal privacy standard requires this clinic to:

- ❖ Maintain the privacy of your health information, including implementing reasonable and appropriate physical, administrative, and technical safeguards to protect the information.
- ❖ Provide you with this notice as to our legal duties and privacy practices with respect to individually identifiable health information that we collect and maintain about you.
- ❖ Abide by the terms of this notice.
- ❖ Train our personnel and students concerning privacy and confidentiality.
- ❖ Implement a sanction policy to discipline those who breach privacy/confidentiality policies.
- ❖ Lessen the harm of any breach of privacy or confidentiality.

*Paper copies of the Notice of Information Practices are available for your records. If you want a copy for your records, you may request one at any time.*