

Acupuncture Resources, LLC

Notice of Health Information Practices

Please read carefully. This notice describes how information about you may be used and disclosed and how you can get access to this information.

Understanding Your Health Record/Information

Each time you visit Sarah Contreras, LAc, LMP of Acupuncture Resources, a record is made of your visit. Generally, this includes a health history, a review of your symptoms, diagnostic testing, acupuncture treatment and plan for further care. This information is referred to as your medical record and serves as:

- The basis for planning your care, treatment and follow-up.
- An education tool for reviewing, assessing and improving the care rendered.
- A means of communication among other health care professionals who contribute to your care.
- A legal document describing the care you have received.
- A potential resource for medical research data.
- A tool for educating health professionals.
- A source of information for public health officials charged with improving the health of the nation.

Understanding what is in your health record and how this information is used will assist you in:

- Ensuring its accuracy.
- Better understanding who, what, when, where and why others may access your health information.
- Making informed decisions when authorizing disclosures to others.

Your Health Information Rights

Your health record is the physical property of this office. However, the information contained in it belongs to you. You have the right to:

- Request a restriction on certain uses or disclosures of your information as provided by CFR 45 164.522 (a).
- Obtain a paper copy of this notice of information practices upon request.
- Inspect and have a copy of your medical record as provided by 164.524.
- Amend and/or have a “statement of disagreement” placed in your medical record as provided by 45 CFR 164.528 and the Washington State Uniform Health Care Information Act.
- Obtain an accounting of disclosures of your health information outside the scope of normal student clinic operations as provided by CFR 45 164.528. If an individual requests a copy of the PHI or agrees to a summary of care, Acupuncture Resources may

impose a reasonable, cost-based fee. (Fees set by the Department of Human and Health Services)

- Request communications of your health information by alternative means or at alternative sites.
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.

Our Responsibilities

This office is required by law to:

- Maintain the privacy of your health information.
- Provide you with a notice as to my legal duties and privacy practices with respect to the information I collect and maintain about you.
- Abide by the terms contained within this notice.
- Notify you if I am unable to accept your request for limiting or restricting certain uses and disclosures.
- Accommodate reasonable requests you may have for communication of your health information through alternative means and/or alternative locations.

Sarah Contreras, LAc, LMP reserves the right to change or modify her practices and to make new provisions effective for all protected health information (PHI) she maintains. Should her practices change, a reasonable attempt will be made to notify you. She will not use or disclose your PHI without your authorization, except as described in this notice.

For More Information or to Report a Problem

If you need any further assistance, please contact: Sarah Contreras, LAc, LMP at 425/303-3363.

If you believe your privacy rights have been violated, you can file a complaint with the above individual or with the local Department of Health and Social Services. **There will be no retaliation or penalty for filing a complaint.**

Types of Disclosures for Treatment, Payment and Healthcare Operations

These disclosures and uses do not require your authorization, but are required to facilitate your care, and/or required by other State and Federal laws.

Treatment

Health information obtained by Sarah Contreras, LAc, LMP is recorded in your medical record and is used to determine what type of health treatment should be provided. Sarah Contreras, LAc, LMP will review the medical information prior to treatment, record all treatments performed in the medical record, and review the medical record following the treatment to ensure that quality of care was rendered.

Communication with Family Members

Using her best judgment, Sarah Contreras, LAc, LMP may disclose to a family member, other relative, close personal friend, or any other person you identify, health care information relevant to that person's involvement in your care.

Marketing

Acupuncture Resources may contact you to remind you of your appointment.

Public Health

As required by law, Sarah Contreras, LAc, LMP may disclose your PHI to public health officials or legal authorities for the following reason:

- To prevent or control disease, injury or disability.
- To notify a person who may be at risk for contracting or spreading a disease or condition.
- To notify the appropriate government authority if Sarah Contreras, LAc, LMP believes a patient has been a victim of abuse, neglect or domestic violence. She will only make this disclosure if you agree or when required or authorized by law.

As Required by Law

Acupuncture Resources will disclose medical information about you when required to do so by federal, state, or local law.

National Security and Intelligence Activities

Acupuncture Resources may release medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law.

Law Enforcement

Acupuncture Resources may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.

Federal law makes provision for your health information to be disclosed to an appropriate health oversight agency, public health authority or attorney, provided that a workforce member or business associate reasonably believes in good faith that Sarah Contreras, LAc, LMP has engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering patients, workers or the public.

Child or Elder Abuse Reporting

Child or elder abuse or neglect reported to Sarah Contreras, LAc, LMP is not protected healthcare information. This information may be disclosed to the appropriate state agency officials who are empowered to facilitate the care and management of the care of children and elders.

Military and Veterans

If you are a member of the armed forces, Acupuncture Resources may release medical information about you as required by military command authorities. Acupuncture Resources may also release medical information about foreign military personnel to the appropriate foreign military authority.

Lawsuits and Disputes

If you are involved in a lawsuit or a dispute, Acupuncture Resources may disclose medical information about you in response to a court or administrative order. Acupuncture Resources may disclose medical information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

Health Oversight Activities

Acupuncture Resources may disclose medical information to a health oversight agency for activities authorized by law. These oversight activities include: audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system and compliance with civil rights laws.

Effective Date: July 1, 2009

Acupuncture Resources, LLC

Acknowledgement of Notice of Health Information Practices

This notice summarizes how health data about you may be used and shared and how you can get access to this data. IMPORTANT NOTE: This does not include all of the details about Acupuncture Resources' "Notice of Health Information Practices". For more details, please read the "Notice of Health Information Practices" that the Sarah Contreras, LAc, LMP has provided you.

I. How Sarah Contreras, LAc, LMP of Acupuncture Resources may use and share health data about you:

- a) Treatment - To give you an acupuncture treatment.
- b) Education – To use your medical information as an educational tool for improving care.
- c) Communication – To use among other health care providers who contribute to your care.

II. Disclosures where Sarah Contreras, LAc, LMP does not have to give you a chance to agree or object:

- a) To you
- b) As required by federal, state, or local law
- c) If child/elder abuse or neglect is suspected
- d) Public health risks (for public health activities to prevent and control spread of disease)
- e) Lawsuits and disputes (in response to a court or administrative order)
- f) Law enforcement (to help law enforcement officials respond to criminal activities)
- i) To avert a threat to an individual or to public health safety

III. Disclosures where Sarah Contreras, LAc, LMP has to give you a chance to agree or object:

- a) Persons involved in your care or payment for your care – Sarah Contreras, LAc, LMP may share your health data with a family member, a close friend, or other person that you have named as being involved with your health care.

IV. Other uses of health data: Other uses not covered by this notice or the laws that apply to Acupuncture Resources will be made only with your written consent.

V. You have the following rights relating to the health data we keep about you:

- a) Right to inspect your health record and to receive a copy of your health record upon request
- b) Right to amend information in your health record you believe is inaccurate or incomplete
- c) Right to know to whom Acupuncture Resources has disclosed your health information
- d) Right to receive communication from Acupuncture Resources about your health information in alternate ways
- e) Right to a paper copy of the complete Notice of Privacy Practices

I hereby acknowledge that I have received a copy of this office's "Notice of Health Information Practices". I understand that if I have questions or complaints regarding my privacy rights, I may contact Sarah Contreras, LAc, LMP of Acupuncture Resources at: 425/303-3363 and/or Department of Health and Social Services. I further understand that this office will provide me with updates to the "Notice of Health Information Practices" should it be amended, modified or changed in any way.

Patient or Representative Name

Date

Print Patient Name

Patient Date of Birth