

HIPAA Notice of Privacy 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.

This notice is effective as of 8/1/2009.

Crain Chiropractic & Wellness is required, by law, to maintain the privacy and confidentiality of your protected health information and to provide our patients with notice of our legal duties and privacy practices with respect to your protected health information.

Disclosure of Your Health Care Information

Treatment

We may disclose your health care information to other healthcare professionals within our practice for the purpose of treatment, payment or healthcare operations:

"On occasion, it may be necessary to seek consultation regarding your condition from other health care providers associated with Crain Chiropractic & Wellness."

"It is our policy that we may provide a substitute health care provider, authorized by Crain Chiropractic & Wellness to provide assessment and/or treatment to our patients, without advanced notice, in the event of your primary health care provider's absence due to vacation, sickness, or other emergency situation."

"It is possible that you will be treated in an open treatment room. In the case that another patient is present during your treatment; personal health information may be discussed between you and the provider. Should you wish to address issues that you may wish to remain confidential; a private room will be made available to you upon your request."

Payment

We may disclose your health information to your insurance provider for the purpose of payment or health care operations:

"As a courtesy to our patients, we will submit an itemized billing statement to your insurance carrier for the purpose of payment to Crain Chiropractic & Wellness for health care services rendered. If you pay for your health care services personally, we will, as a courtesy, provide an itemized billing to your insurance carrier for the purpose of reimbursement to you. The billing statement contains medical information, including diagnosis, date of injury or condition, and codes which describe the health care services received."

Emergencies

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care about your medical condition or in the event of an emergency or of your death.

Public Health

As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting to the Food and Drug Administration problems with products and reactions to medications, and reporting disease or infection exposure.

Law Enforcement & Public Safety

We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena, and other law enforcement purposes. It may be necessary to disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.

Marketing

We may contact you for educational, marketing, or fundraising purposes, as described below:

"As a courtesy to our patients, we may call your home and/or cell phone prior to your scheduled appointment to remind you of your appointment time. If you are not at home, we leave a reminder message on your answering machine or with the person answering the phone. No personal health information will be disclosed during this recording or message other than the date and time of your scheduled appointment along with a request to call our office if you need to cancel or reschedule your appointment."

"As part of our responsibility to educate our patients about chiropractic and massage therapy we often send postcards, newsletters, e-mails, promotions, and personal letters by mail."

"We post pictures of our patients on our wall of Chiropractic Stars as well as voluntarily submitted testimonial letters."

"It is our practice to participate in charitable events to raise awareness, food donations, gifts, money, etc. During these times, we may send you a letter, post card, invitation or call your home to invite you to participate in the charitable activity. It is not our policy to disclose any personal health information about your condition for the purpose of Crain Chiropractic & Wellness sponsored fund-raising events."

Crain Chiropractic & Wellness

Allyn Crain, D.C.

Revised Feb 2012

Change of Ownership

In the event that Crain Chiropractic & Wellness is sold or merged with another organization, your health information/record will become the property of the new owner.

Your Health Information Rights

- You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that Crain Chiropractic & Wellness is not required to agree to the restriction that you requested.
- You have the right to have your health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request.
- You have the right to inspect and copy your health information.
- You have a right to request that Crain Chiropractic & Wellness amend your protected health information. Please be advised, however, that Crain Chiropractic & Wellness is not required to agree to amend your protected health information. If your request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.
- You have a right to receive an accounting of disclosures of your protected health information made by Crain Chiropractic & Wellness.
- You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.

Changes to this Notice of Privacy Practices

Crain Chiropractic & Wellness reserves the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, Crain Chiropractic & Wellness is required by law to comply with this Notice.

Crain Chiropractic & Wellness is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice, or if you want more information about your privacy rights, please contact this office at 254-947-2225.

Complaints

Complaints about your Privacy rights, or how Crain Chiropractic & Wellness has handled your health information should be directed to Dr. Crain by calling this office at 254-947-2225. If Dr. Crain is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days.

If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to:

DHHS, Office of Civil Rights
200 Independence Avenue, S.W.
Room 509F HHH Building
Washington, DC 20201