

GILROY CHIROPRACTIC CENTER

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.

Gilroy Chiropractic Center 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 with respect to your protected health information.

Disclosure of Your Health Care Information

Facility

In the course of your treatment in this facility, your health care information may be subject to incidental disclosure.

"When you are here for an adjustment, your travel card will be placed outside the room where you are being treated. This card contains coded notes concerning your condition. We will make every attempt to keep this information out of view to others who may walk by."

"In our office, we use sign-in sheets, bulletin boards and an appointment book which are visible to the public. No personal health information, other than your name and the date and time of your appointment, will be disclosed in any of these places."

"Some of our rooms are semi-private. It is our policy to limit discussions of a confidential nature to more private areas. If privacy is needed to discuss a matter concerning your health, notify the Front Desk prior to your appointment."

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 Gilroy Chiropractic Center."

"It is our policy to provide a substitute health care provider, authorized by Gilroy Chiropractic Center 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."

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 statement to your insurance carrier for the purpose of payment to Gilroy Chiropractic Center 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."

Workers' Compensation.

We may disclose your health information as necessary to comply with State Workers' Compensation Laws.

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.

Judicial and Administrative Proceedings.

We may disclose your health information in the course of any administrative or judicial proceeding.

Law Enforcement.

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.

Deceased Persons.

We may disclose your health information to coroners or medical examiners.

Organ Donation.

We may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues.

Research.

We may disclose your health information to researchers conducting research that has been approved by an institutional Review Board.

Public Safety

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.

Specialized Government Agencies

We may disclose your health information for military, national security, prisoner and government benefits purposes.

Marketing.

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

"As a courtesy to our patients, it is our policy to call your home on the evening 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."

"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. We will provide you with information about the type of activity, the dates and times, and request your participation in such an event. It is not our policy to disclose any personal health information about your condition for the purpose of Gilroy Chiropractic Center sponsored fund-raising events."

"As a courtesy to our patients, and to extend the benefits of chiropractic care to others in our community, we may use your name as a referral source when contacting a potential new patient. It is our policy to only use your name with your permission and not disclose any personal health information about your condition for the purpose of Gilroy Chiropractic Center marketing events."

Change of Ownership

In the event that Gilroy Chiropractic Center 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 Gilroy Chiropractic Center 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 the right to request that Gilroy Chiropractic Center amend your protected health information. Please be advised, however, that Gilroy Chiropractic Center 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 the right to receive an accounting of disclosures of your protected health information made by Gilroy Chiropractic Center.
- You have the right to a paper copy of this Notice of Privacy Practices at any time upon request.

Changes to this Notice of Privacy Practices

Gilroy Chiropractic Center 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, Gilroy Chiropractic Center is required by law to comply with this Notice.

Gilroy Chiropractic Center 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: Shelley Kovacs by calling the office at (408)848-3666. If Shelley Kovacs is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days.

Complaints

Complaints about your Privacy rights or how Gilroy Chiropractic Center has handled your health information should be directed to Shelley Kovacs by calling this office at (408)848-3666. If Shelley Kovacs 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 509 F HHH Building
Washington, DC 20201

This notice is effective as of ____/____/____ and shall remain valid for seven years from this date.

I have read the Privacy Notice and understand my rights contained in the notice.

By way of my signature, I provide Gilroy Chiropractic Center with my authorization and consent to use and disclose my protected health care information for the purposes of treatment, payment and health care operations as described in this Privacy Notice.

Patient's Name (print)

Patient's Signature

Authorized Facility Signature

Date

Date