

HIPAA Privacy Notice

We are required by the privacy regulations issued under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") to maintain the privacy of our customers' medical information and to provide customers with notice of our legal duties and privacy practices with respect to their medical information. This notice describes our office's policy for how medical information about you may be used and disclosed and how your privacy is being protected.

We gather and maintain information that may include non-public personal information, including information:

- about your billing/financial transactions with us
- from your medical history, treatment notes, test results, and any letters, faxes, emails or telephone conversations to or from other health care practitioners with whom you have authorized our communication
- from insurance companies, workers' compensation, your employer, and other third party administrators (e.g. requests for medical records, claim payment information)

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, with workers' compensation, your employer, or with other medical practitioners that you authorize.

We are protecting your privacy with the following safeguards:

- all medical files and records (including email, regular mail, telephone, and faxes sent) are kept on permanent file
- these files are stored in a restricted area of the office, not accessible by patients
- we require written authorization for handling your medical information
- we require third parties to comply with privacy laws
- we respect your right to privacy and will hold your personal information in the utmost confidence

Printed Name

Signature Date



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