

Combs Chiropractic & Wellness Center

Privacy Notice

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THAT INFORMATION.

PLEASE READ THIS NOTICE CAREFULLY!

Combs Chiropractic and Wellness Center is committed to maintaining the privacy of your protected health information (PHI), which includes information about your health condition and the care and treatment you receive from Combs Chiropractic. The creation of a record detailing the care and services you receive helps this office to provide you with quality health care. This notice details how your PHI may be used and disclosed to third parties. This notice also details your rights regarding your PHI.

CONSENT:

1. Combs Chiropractic may use and/or disclose your PHI provided that it first obtains a valid consent signed by you. The consent will allow Combs Chiropractic to use and/or disclose your PHI for the purposes of:

a.) Treatment- In order to provide you with the health care you require, Combs Chiropractic will provide your PHI to those health care professionals, whether on Combs Chiropractic staff or not, directly involved in your care so that they may understand your health condition and needs.

b.) Payment- In order to get paid for services provided to you, Combs Chiropractic will provide your PHI, directly or through a billing service to appropriate third party payors, pursuant to their billing and payment requirements.

NO CONSENT REQUIRED:

1. Combs Chiropractic may use and/or disclose your PHI, without a written consent from you in the following instances:

a.) Business Associate- To a business associate if Combs Chiropractic obtains satisfactory written assurance, in accordance with applicable law, that the business associate will appropriately safeguard your PHI. A business associate is an entity that assists Combs Chiropractic in undertaking some essential function, such as a billing company that assists the office in submitting claims for payment to insurance companies or other payers.

b.) Personal Representatives- To a person who, under applicable law, has the authority to represent you in making decisions related to your health care.

c.) Emergency Situations- For the purpose of obtaining or rendering emergency treatment to you provided that Combs Chiropractic attempts to obtain your consent as soon as possible.

d.) Public Health Activities- Such activities include, for example, information collected by a public health authority, as authorized by law, to prevent or control disease.

e.) Abuse, Neglect, or Domestic Violence- To a government authority if Combs Chiropractic is required to by law to make such disclosure. If Combs Chiropractic is authorized to make such a disclosure, it will do if it believes that the disclosure is necessary to prevent serious harm.

f.) Judicial and Administrative Proceeding- For example, Combs Chiropractic may be required to disclose your PHI

in response to a court order or a lawfully issued subpoena.

g.) Law Enforcement Purposes- In certain instances, your PHI may have to be disclosed to a law enforcement official. For example, your PHI may be the subject of a grand jury subpoena.

h.) Specialized Government Functions- This refers to disclosures of PHI that relate primarily to military and veteran activity.

i.) Workers's Compensation- If you are involved in a Worker's Compensation claim, Combs Chiropractic may be required to disclose your PHI to an individual or entity that is part of the Worker's Compensation system.

APPOINTMENT REMINDER:

Combs Chiropractic may, from time to time, contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. The following appointment reminders are used by Combs Chiropractic: a.) a postcard mailed to you at the address provided by you; and b.) telephoning your home and leaving a message on your answering machine or with the individual answering the phone.

DIRECTORY/SIGN-IN LOG:

Combs Chiropractic maintains a directory of and sign-in log for individuals seeking care and treatment in the office. Directory and sign-in log are located in a position where staff can readily see who is seeking care in the office, as well as the individual's location within Combs Chiropractic's office suite. This information may be seen by, and is accessible to, others who are seeking care of services in Combs Chiropractic office.

AUTHORIZATION:

Uses and/or disclosures, other than those described above, will be made only with your written authorization.

YOUR RIGHTS:

1. You have the right to:

a.) Revoke any authorization and/or consent, in writing, at any time. To request a revocation, you must submit a written request to Combs Chiropractic's Privacy Officer.

b.) Request restrictions on certain use and/or disclosure of your PHI as provided by law.

c.) Inspect, copy, and request amendments to your PHI as provided by law. All requests must be submitted in writing to Combs Chiropractic's Privacy Officer.

d.) Receive an accounting of disclosures of your PHI as provided by law. To request an accounting, you must submit a written request to Combs Chiropractic's Privacy Officer. The request must state a time period which may not be longer than six years and may not include dates before June 6th, 2007.

e.) Receive a paper copy of this Privacy Notice from Combs Chiropractic upon request to the Privacy Officer.

f.) Complain to Combs Chiropractic or the Secretary of HHS if you believe your privacy rights have been violated. To file a complaint with Combs Chiropractic, you must contact the Privacy Officer and all complaints must be in writing.

g.) To obtain more information on, or have your questions about your rights answered, you may contact the Privacy Officer, Brandon T. Combs, D.C. at Combs Chiropractic and Wellness Center, 1200 W. Polk Ave. Charleston, IL 61920, (217) 345-1010 or via email at brandon@parkhills.net

PRACTICE REQUIREMENTS:

1. Combs Chiropractic:

- a.) Is required by federal law to maintain the privacy of your PHI and to provide you with this Privacy Notice detailing Combs Chiropractic's legal duties and privacy practices with respect to your PHI.
- b.) Is required to abide by the terms of this Privacy Notice.
- c.) Reserves the right to change the terms of this Privacy Notice and to make the new Privacy Notice provisions effective for all of you PHI that it maintains.
- d.) Will distribute any revised Privacy Notice to you prior to implementation.
- e.) Will not retaliate against your for filing a complaint.

EFFECTIVE DATE:

This notice is in effect as of 6/7/2007