

Wellness Gate Acupuncture Clinic HIPAA Form

Wellness Gate Acupuncture clinic 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 private practices with respect to your protective health information.

In order to maintain the level of services that you expect from this clinic, we may need to share limited personal medical and financial information in the following cases;

Payments; in order to secure payment we may disclose healthcare information to your insurance company or with Workmen's Compensation and your employer as well if payment is not made as arranged our offices by utilizing outside collection agency, credit reporting agency or other means of collecting outstanding debt. The designated collection agency or authority may review your file containing protected healthcare information.

Treatment; your healthcare information may be disclosed to other healthcare professionals within the practice or other medical practitioners that you authorize.

Emergencies; in the event of an emergency, we may need to notify family member or other person responsible for your care that you have been in an emergency situation.

Public health; as required by law, we may disclose your health information to public health authorities for the purpose of preventing or controlling disease, reporting child or elderly abuse or neglect, reporting to domestic violence or reporting disease or infectious exposure. **Judicial and administrative proceedings or law-enforcement;** for example in the case of complying with the court order or subpoena. **Other communications;** for example, we may call your home to remind you of an appointment. No protected health information will be provided on this call except for the date and time of your scheduled appointment.

Safeguards in place at our office include; limited access to facilities where information is stored. Policies and procedures for handling information. Requirements for third parties to contractually comply with privacy laws How medical files and records including email, regular mail, telephone, and faxes sent are kept on permanent file.

In administrating your healthcare we would gather and maintain information that may include; nonpublic personal information. Information about your financial transactions with us. Medical history, treatment notes, medical test results, and any letters, faxes emails or telephone conversations to or from this office, to or from other healthcare practitioners, from healthcare providers, insurance companies, Workmen's Comp. and your employer, and other third parties administrators. We value our relationship, and respect your right to privacy.

Signature: _____ Date: _____

Printed name: _____