



## NOTICE OF PRIVACY POLICIES

This notice describes how medical information about you may be used and disclosed and how you can access this information. We understand that information about you and your health is very personal. Three Wells Acupuncture Clinic, Inc. values and respects our patients' right to privacy. As required by law, we strive to protect the privacy of your health information that may reveal your identity and provide you with a copy of our notice of our legal duties and privacy practices with respect to your personal health information. We will only use and disclose your personal health information as allowed by applicable law.

### **Required Permission to Use and Disclose Your Protected Health Information**

We obtain a *one-time* general written consent to use and disclose your health information in order to treat you, obtain payment for that treatment, and conduct clinic operations. This general written consent is obtained the first time we provide you with treatment or services. This general written consent is a broad permission that does not need to be repeated each time we provide treatment or services to you.

### **Uses and Disclosures**

We use health information about you for treatment, to obtain payment for treatment and/or services, for administrative purposes, and to evaluate the quality of care you receive. We are permitted or required by law to make certain other uses and disclosures of your personal health information without your consent or authorization, subject to conditions specified by law:

- We may release your personal health information for any purpose required by law;
- We may release your personal health information for public health activities, such as required reporting of disease, injury, and birth and death, and for required public health investigations;
- We may release your personal health information if required by law to a government oversight agency conducting audits, investigations, inspections and related oversight functions;
- We may use or disclose your personal health information in emergency circumstances, such as to prevent a serious and imminent threat to a person or the public;
- We may release your personal health information if required to do so by a court or administrative order, subpoena or discovery request;
- We may release your personal health information if necessary for purposes related to workers' compensation benefits.



### **Your Rights**

In most cases, you have the right to look at or get a copy of your health information. You also have the right to receive a list of certain types of disclosures of your information that we have made. If you believe that the information in your record is incorrect, you have the right to request that we correct the existing information.

### **Our Legal Duty**

We are required by law to protect the privacy of your information, provide this notice about our information practices, follow the information practices that are described in this notice and seek your acknowledgement of receipt of this notice. We reserve the right to change the terms of this Notice of Privacy Practices as necessary and to make the new Notice of Privacy Practices effective for all personal health information maintained by us. Before we make a significant change in our policies, we will change our notice and post it in our treatment area. You may receive a copy of this or any revised notice by contacting us at: Three Wells Acupuncture Clinic, Inc., 105 E Main St, Suite 304, Morris, IL 60450, [info@threewellsclinic.com](mailto:info@threewellsclinic.com), 815-942-2580.

### **Complaints**

If you believe your privacy rights have been violated, you may contact Three Wells Acupuncture Clinic, Inc. at the address above. You may also file a complaint with the Secretary of the U.S. Department of Health and Human Services in Washington D.C. All complaints must be made in writing and in no way will affect the quality of care you receive from us.

### **Effective Date**

This Notice of Privacy Practices is effective September 1, 2016.