

SIMPSON SPINE & SPORT CHIROPRACTIC CLINIC

NOTICE OF PRIVACY PRACTICES

Dr. Kenneth Simpson
Doctor of Chiropractic

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.

Simpson Spine & Sport 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 practices with respect to your protected health information.

DISCLOSURE OF YOUR HEALTH INFORMATION

Treatment

- We may disclose your health care information to other healthcare professionals within our practice for the purpose of treatment, payment, or healthcare options.
- On occasion, it may be necessary to seek a consultation regarding your condition for other health care providers (i.e. radiological consultation, or referral to a medical specialist, or physical therapy facility).

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 may submit an itemized billing statement to your insurance carrier for the purpose of payment to Simpson Spine & Sport for health care services rendered. If you pay for your health care services personally, we will, as a courtesy, provide you with an itemized billing for 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.

Healthcare Operations

- We have an open filing system but it is off limits to the public and only authorized personnel is allowed to access.
- You may receive therapy in a public area where you may be seen by others.
- **WORKER'S COMPENSATION:** We may disclose your health information as necessary to comply with State Worker's 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 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 as described below:
 - We may send postcards to our patients on their birthday, and to thank them for referring someone to the office for care.
 - As a courtesy to our patients, we may call your home prior to an appointment or to reschedule if you did not show up for a scheduled appointment or to check on your status. If you are not at home, we may leave a message on your machine or with the person answering the phone. No personal health information will be disclosed during this recording or message other than date and time of your scheduled appointment along with a request to call our office if you need to cancel or reschedule your appointment.
- **CHANGE IN OWNERSHIP:** In the event that Simpson Spine & Sport is sold or merged, your health information and records 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 Simpson Spine & Sport is not required to agree to the restriction that you request.
 - 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 a copy of your health information.
 - You have the right to receive an accounting of disclosures of your protected health information made by Simpson Spine & Sport.
 - You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.
- **CHANGES TO THIS NOTICE OF PRIVACY PRACTICES**
 - Simpson Spine & Sport reserves the right to amend this Notice at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, Simpson Spine & Sport is required by law to comply with this notice.
 - Simpson Spine & Sport 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 youth health information. If you have questions about any part of this notice or if you want more information about your privacy rights, please contact our Privacy Officer, Mindy Simpson by calling our office at (541) 938-6820. If Mindy 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 Simpson Spine & Sport has handled your health information should be directed to Mindy Simpson or Dr. Kenneth Simpson by calling this office at (541) 938-6820. If Mindy or Dr. Kenneth Simpson 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 Ave. SW
 Room 509f HHH Building
 Washington, DC 20201

This notice is effective January 10, 2005.

I have read the Privacy Notice and understand my rights contained in this notice. By way of my signature, I provide Simpson Spine & Sport 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 the Privacy Notice.

 Patients Name

 Patients Signature

 Date