

The Chiropractic Wellness Center of Hudson

5111 Darrow Road, Hudson, OH 44236

(330) 656-1977

Notice of Privacy Policy

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

The Chiropractic Wellness Center of Hudson, Inc. in accordance with the federal Privacy Rule, 45 CFR parts 160 and 164 and applicable state law, is committed to maintaining the privacy of your protected health information (“PHI”). PHI includes information about your health condition and the care and treatment you receive from The Chiropractic Wellness Center of Hudson, Inc. and is often referred to as your health care or medical record. This Notice explains how your PHI may be used and disclosed to third parties. This Notice also details your rights regarding PHI.

HOW THE CHIROPRACTIC WELLNESS CENTER OF HUDSON, INC. MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION

The Chiropractic Wellness Center of Hudson, Inc. in accordance with this Notice and without asking for your express consent or authorization, may use and disclose your PHI for the purposes of:

- (a) **Treatment** – To Provide you with the health care you require, The Chiropractic Wellness Center of Hudson, Inc. may use and disclose your PHI to those health care professionals, whether on the Chiropractic Wellness Center of Hudson, Inc.’s staff or not, so that it may provide, coordinate, plan and manage your health care. For example, a chiropractor treating you for lower back pain may need to know and obtain the results of your latest physician examination or last treatment plan.
- (b) **Payment** – To get paid for services provided to you, The Chiropractic Wellness Center of Hudson, Inc. may provide your PHI, directly or through a billing service, to a third party who may be responsible for your care, including insurance companies and health plans. If necessary, The Chiropractic Wellness Center of Hudson, Inc. may use your PHI in other collection efforts with respect to all persons who may be liable to the Practice for bills related to your care. For example, The Chiropractic Wellness Center of Hudson, Inc. may need to provide the Medicare program with information about health care services that you received from The Chiropractic Wellness Center of Hudson, Inc. so that The Chiropractic Wellness Center of Hudson, Inc. can be reimbursed. The Chiropractic Wellness Center of Hudson, Inc. may also need to tell your insurance plan about treatment you are going to receive so that it can determine whether or not it will cover the treatment expense.
- (c) **Health Care Operations** – To operate in accordance with applicable law and insurance requirements, and to provide quality and efficient care, The Chiropractic Wellness Center of Hudson, Inc. may need to compile, use and disclose your PHI. For example, The Chiropractic Wellness Center of Hudson, Inc. may use your PHI to evaluate the performance of The Chiropractic Wellness Center of Hudson, Inc.’s personnel in providing care to you.

OTHER EXAMPLES OF HOW THE CHIROPRACTIC WELLNESS CENTER OF HUDSON, INC. MAY USE YOUR PROTECTED HEALTH INFORMATION

- (a) **Advice of Appointment and Services** – The Chiropractic Wellness Center of Hudson, Inc. 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 may be used by The Chiropractic Wellness Center of Hudson, Inc.: 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.
- (b) **Directory/Sign-In Log** - The Chiropractic Wellness Center of Hudson, Inc. maintains a sign-in log at its reception desk for individuals seeking care and treatment in the office. The sign-in log is located in a position where staff can readily see who is seeking care in the office, as well as the individual’s location within The Chiropractic Wellness Center of Hudson, Inc.’s office suite. This information may be seen by, and is accessible to, others who are seeking care or services in The Chiropractic Wellness Center of Hudson, Inc.

- (c) **Family/Friends** – The Chiropractic Wellness Center of Hudson, Inc. may disclose to a family member, other relative, a close personal friend, or any other person identified by you, your PHI directly relevant to such person’s involvement with your care or the payment for your care. The Chiropractic Wellness Center of Hudson, Inc. may also use or disclose your PHI to notify or assist in the notification (including identifying or locating) a family member, personal representative, or another person responsible for your care, of your location, general condition, or death. However, in both cases, the following conditions will apply:
 - a. If you are present at or prior to the use or disclosure of your PHI, The Chiropractic Wellness Center of Hudson, Inc. may use or disclose your PHI if you agree, or if The Chiropractic Wellness Center of Hudson, Inc. can reasonably infer from the circumstances, based on the exercise of its professional judgement, that you do not object to the use or disclosure.
 - b. If you are not present, The Chiropractic Wellness Center of Hudson, Inc. will, in the exercise of professional judgement, determine whether the use or disclosure is in your best interests and, if so, disclose only the PHI that is directly relevant to the person’s involvement with your care.
- (d) **Open Treatment Rooms (Therapy Bay)** – You will have the opportunity to talk to your doctor and staff members in private. However, this practice provides therapy in an open therapy bay. This means that statements made by you or practice employees during treatment may be overheard by others. If you have comments you wish to make privately when you are brought to the therapy area, please inform the doctor or staff and we will accommodate your request.
- (e) **Newsletters** – Periodically you will receive newsletters from this practice that highlight practice activities and information on products and services that will benefit your health.
- (f) **Referrals** – If you would like your name disclosed solely for appreciation purposes when a referral has been made, please alert the staff and we will accommodate your request.

OTHER USE & DISCLOSURES WHICH MAY BE PERMITTED OR REQUIRED BY LAW

The Chiropractic Wellness Center of Hudson, Inc. may also use and disclose your PHI without your consent or authorization in the following instances:

- (a) **De-identified Information** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose health information that may be related to your care but does not identify you and cannot be used to identify you.
- (b) **Business Associate** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI to one or more of its business associates if The Chiropractic Wellness Center of Hudson, Inc. 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 The Chiropractic Wellness Center of Hudson, Inc. in understanding some essential function, such as billing company that assists the office in submitting claims for payment to insurance companies.
- (c) **Personal Representative** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI to a person who, under applicable law, has the authority to represent you in making decisions related to your health care.
- (d) **Emergency Situations** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI for the purpose of obtaining or rendering emergency treatment to you provided that The Chiropractic Wellness Center of Hudson, Inc. attempts to obtain your Consent as soon as possible. The Chiropractic Wellness Center of Hudson, Inc. may also use and disclose PHI to a public or private entity authorized by law or by its charter to assist in disaster relief efforts, for the purpose of coordinating your care with such entities in an emergency situation.
- (e) **Public Health Activities** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI when required by law to provide information to a public health authority to prevent or control disease.
- (f) **Abuse, Neglect, or Domestic Violence** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI when authorized by law to provide information if it believes that the disclosure is necessary to prevent serious harm.
- (g) **Health Oversight Activities** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI when required by law to provide information in criminal investigations, disciplinary actions, or other activities related to the community’s health care system.
- (h) **Judicial and Administrative Proceeding** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI in response to a court order or a lawfully issued subpoena.
- (i) **Law Enforcement Purposes** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI, when authorized, to a law enforcement official. For example, your PHI may be the subject of a grand jury subpoena, or if The Chiropractic Wellness Center of Hudson, Inc. believes that your death was the result of criminal conduct.
- (j) **Coroner or Medical Examiner** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI to a coroner or medical examiner for the purpose of identifying you or determining your cause of death.
- (k) **Organ, Eye, or Tissue Donation** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI if you are an organ donor to the entity to whom you have agreed to donate your organs.

- (l) **Research** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose your PHI subject to applicable legal requirements if the Practice is involved in research activities.
- (m) **Avert a Threat to Health or Safety** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI if it believes that such disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public and the disclosure is to an individual who is reasonably able to prevent or lessen that threat.
- (n) **Specialized Government Functions** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI when authorized by law with regard to certain military and veteran activity.
- (o) **Workers' Compensation** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI if you are involved in a Workers' Compensation claim to an individual or entity that is part of the Workers' Compensation system.
- (p) **National Security and Intelligence Activities** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI to authorized governmental officials with necessary intelligence information for national security activities.
- (q) **Military and Veterans** – The Chiropractic Wellness Center of Hudson, Inc. may use and disclose PHI if you are a member of the armed forces, as required by the military command authorities.

AUTHORIZATION

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

YOUR RIGHTS

You have the right to:

- (a) Revoke my Authorization or consent you have given to The Chiropractic Wellness Center of Hudson, Inc. at any time. To request a revocation, you must submit a written request to the Practice's Privacy Officer.
- (b) Request special restriction on certain uses and disclosures of your PHI as authorized by law. In general, this relates to your right to request special restrictions concerning disclosures of your PHI regarding uses for treatment, payment and operational purposes under Privacy Rule, Section 164.522(a) and restrictions related to disclosures to your family and other individuals involved in your care under Privacy Rule, Section 164.510(b). Except in certain instances, The Chiropractic Wellness Center of Hudson, Inc. may not be obligated to agree to any request restrictions. To request restrictions, you must submit a written request to The Chiropractic Wellness Center of Hudson, Inc.'s Privacy Officer. In your written request, you must inform The Chiropractic Wellness Center of Hudson, Inc. of what information you want to limit, whether you want to limit The Chiropractic Wellness Center of Hudson, Inc.'s use or disclosure, or both, and to whom you want the limits to apply. If The Chiropractic Wellness Center of Hudson, Inc. agrees to your request, the Practice will comply with your request unless the information is needed in order to provide you with emergency treatment.
- (c) Receive confidential communications or PHI by alternative means or at alternative locations as provided by Privacy Rule Section 164.522(b). For instance, you may request all written communications to you marked "Confidential Protected Health Information". You must make your request in writing to the Practice's Privacy Officer. The Chiropractic Wellness Center of Hudson, Inc. will accommodate all reasonable requests.
- (d) Inspect and copy your PHI as provided by federal law (including Privacy Rule, Section 164.524) and state law. To inspect and copy your PHI, you must submit a written request to the Practice's Privacy Officer. The Chiropractic Wellness Center of Hudson, Inc. can charge you a fee for the cost of copying, mailing, or other supplies associated with your request. In certain situations that are defined by law, The Chiropractic Wellness Center of Hudson, Inc. may deny your request, but you will have the right to have the denial reviewed as set forth more fully in the written denial notice.
- (e) Amend your PHI as provided by federal law (including Privacy Rule, Section 164.526) and state law. To request an amendment, you must submit a written request to The Chiropractic Wellness Center of Hudson, Inc.'s Privacy Officer. You must provide a reason that supports your request. The Chiropractic Wellness Center of Hudson, Inc. may deny your request if it is not in writing, if you do not provide a reason in support of your request, if the information to be amended was not created by The Chiropractic Wellness Center of Hudson, Inc. (unless the individual or entity that created the information is no longer available), if the information is not part of your PHI maintained by The Chiropractic Wellness Center of Hudson, Inc., if the information is not part of the information you would be permitted to inspect

and copy, and/or if the information is accurate and complete. If you disagree with The Chiropractic Wellness Center of Hudson, Inc.'s denial, you will have the right to submit a written statement of disagreement.

- (f) Receive an accounting of disclosures of your PHI as provided by federal law (including Privacy Rule Section 164.528) and state law. To request an accounting, you must submit a written request to The Chiropractic Wellness Center of Hudson, Inc.'s Privacy Officer. The request must state a time period, which may not be longer than six (6) years and may not include dates before April 14, 2003. The request should indicate in what form you want the list (such as paper or electronic copy). The first list you request within a twelve (12) month period will be free, but The Chiropractic Wellness Center of Hudson, Inc. may charge you for the cost of providing additional lists. The Chiropractic Wellness Center of Hudson, Inc. will notify you of the costs involved and you can decide to withdraw or modify your request before any costs are incurred.
- (g) Receive a paper copy of this Privacy Notice from The Chiropractic Wellness Center of Hudson, Inc. (As provided by Privacy Rule Section 164.520(b)(1)(iv)(F)) upon request to The Chiropractic Wellness Center of Hudson, Inc.'s Privacy Officer.
- (h) Complain to The Chiropractic Wellness Center of Hudson, Inc. or to the Secretary of HHS (as provided by Privacy Rule Section 164.520(b)(1)(vi)) if you believe your privacy rights have been violated. To file a complaint with The Chiropractic Wellness Center of Hudson, Inc., you must contact The Chiropractic Wellness Center of Hudson, Inc.'s Privacy Officer. All complaints must be in writing. To obtain more information about your privacy rights or if you have questions you want answered about your privacy rights (As provided by Privacy Rule Section 164.520(b)(2)(vii)), you may contact The Chiropractic Wellness Center of Hudson, Inc.'s Privacy Officer.

THE CHIROPRACTIC WELLNESS CENTER OF HUDSON, INC. REQUIREMENTS

The Chiropractic Wellness Center of Hudson, Inc.

- (a) Is required by federal law to maintain the privacy of your PHI and to provide you with this Privacy Notice detailing The Chiropractic Wellness Center of Hudson, Inc.'s legal duties and privacy practices with respect to your PHI.
- (b) Under the Privacy Rule, may be required by State law to grant greater access or maintain greater restrictions on the use or release of your PHI than that which is provided for under federal law.
- (c) Is required to abide by the terms of this Privacy Notice.
- (d) Reserves the right to change the terms of this Privacy Notice and to make the new Privacy Notice provisions effective for all of your PHI that it maintains.
- (e) Will distribute any revised Privacy Notice to you prior to implementation.
- (f) Will not retaliate against you for filing a complaint.

EFFECTIVE DATE

This Notice is in effect as of 4/14/03.