

Notice of Privacy Policies (HIPAA)

This notice describes our office's policy for how medical information about you may be used and disclosed, how you can get access to this information, and how your privacy is being protected.

We gather personal information and health information in several ways:

- Information we receive from you.
- Information we receive from other healthcare providers.
- Information we receive from third party payers.

This information is used for treatment, payment, and healthcare operations. You should be aware that during the course of our relationship with you we will likely use and disclose protected health information (PHI) about you for treatment, payment, and healthcare operations. PHI is information about you that may identify you and relates to your past, present, and future physical or mental health condition and related health care services.

You may specifically authorize us to use protected health information for any purpose or to disclose our health information by submitting the authorization in writing. Such disclosures will be made to any personal representation you chose to have your protected health information.

Marketing:

The Silver Wave Acupuncture Clinic will not use your health information for marketing communications without your written authorization. We may send newsletters and appointment reminders, by phone, e-mail, letter, or postcard unless otherwise advised by you.

Disclosure:

The Silver Wave Acupuncture Clinic may use or disclose protected health information when required by law.

Patient Rights:

- 1) Upon written request you have the right to access, review, or receive copies of your healthcare records.
- 2) Upon written request you have the right to receive a list of items this office disclosed about your healthcare information.
- 3) You have the right to request that is office place additional restrictions on the disclosure of your protected health information.
- 4) You have the right to request that we amend your protected health information; the request must be in writing.
- 5) You have the right to receive all notices in writing.

I value our relationship, and respect your right to privacy. If you have questions about our privacy guidelines, please call during regular business hours at (239) 949-6002.

Sincerely,

Annaliese Klein
Silver Wave Acupuncture
24850 Burnt Pine Drive, Suite 2
Bonita Springs, FL 34134