

**Stone Oak Chiropractic
Tina P. Grau, D.C.
Notice of Privacy Practices**

Effective: April 14, 2003

Reviewed:

Revised:

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

This notice describes how the office of Tina P. Grau, D.C. uses health information about you for treatment, to obtain payment for treatment, for administrative purposes, research and to evaluate the quality of care that you receive. Your health information is contained in a medical record that is the physical property of Tina P. Grau, D.C.

This notice also describes your right to access and control your health information. Health information is information about you, including demographic information that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

How Tina P. Grau, D.C., May Use or Disclose Your Private Health Information

For Treatment: Dr. Tina P. Grau, our Office Staff and others outside of our office that are involved in your care and treatment may use and disclose your health information to others for purposes of receiving payment for treatment and services that you receive. For example, a bill may be sent to you or a Third Party Payor, such as an Insurance Company or Health Plan. This information on the bill may contain information that identifies you, your diagnosis and treatment or supplies used in the course of treatment. Also, during the course of treatment, it is usual and customary for us to provide treatment in an open treatment type of room. Oftentimes, the door to the main adjustment room may be open. If at anytime, you require complete privacy for physical therapy or chiropractic adjustments, please bring it to our attention, so that we can make arrangements for you.

For Healthcare Operations: Dr. Tina P. Grau, our Office Staff and others outside of our office that are involved in your care and treatment may use and disclose health information about you for operation and business purposes. For example, your health information may be disclosed to members of the Chiropractic Staff, Risk or Quality Improvement Personnel, and others to

- Evaluate the performance of our staff
- Assess the quality of care and outcomes in your cases and similar cases
- Learn how to improve our facilities and services.
- Determine how to continually improve the quality and effectiveness of the healthcare we provide.

Other examples to include disclosing and or sharing your health information with Third Party "Business Associates" that perform various activities for Tina P. Grau, D.C. Whenever an arrangement between Tina P. Grau, D.C. and a Business Associate involves the disclosure of your Protected Health Information, we will have a written contract that contains terms that will protect the privacy of our Protected Health Information.

Appointments: Tina P. Grau, D.C., may use your information to provide appointment reminders or information about treatment alternative or other health-related benefits and services that may be of interest to the individual. We may contact you by phone and leave a message on your voice message system to remind you of your appointment. We may also use a sign-in sheet to identify your presence for an appointment and call you by name when it is time for your appointment.

Others Involved in Your Healthcare: Unless object, Tina P. Grau, D.C., may disclose to a member of your family, relative, close friend or any other person you identify, your Protected Health Information that directly relates to that person's involvement in your health care. If you are unable to agree or object to such

a disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgment. We may use or disclose Protected Health Information to notify or assist in notifying a family member, personal representative for any other person that is responsible for your location or general health condition. Finally we may use or disclose your Protected Health Information to an authorized public or private entity to assist in disaster relief efforts and to coordinate uses and disclosures to family or other individuals involved in your health care.

Required by Law: Tina P. Grau, D.C. may use and disclose information about you as required by law. For example, Tina P. Grau, D.C. may disclose information for the following purposes:

- For judicial and administrative proceedings pursuant to legal authority
- To report information relation to victims of abuse, neglect, or domestic violence.

Public Health: Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury or disability, or for other health oversight activities.

Decedents: Protected Health Information may be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.

Health & Safety: Your Protected Health Information may be disclosed to avert a serious threat to the health or safety of you or any other person pursuant to applicable law.

Government Functions: Specializing government functions such as protection of public officials or reporting to various branches of the armed services that may require use or disclosures of your Protected Health Information.

Your Private Health Information Rights

You have the right to:

- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522; however, Tina P. Grau, D.C. is not required to agree to a requested restriction.
- Obtain a paper copy of the notice of information upon request
- Inspect and obtain a copy of your health record as provided in 45 CFR 164.524.
- Amend your health record as provided in 45 CFR 164.524
- Request communications of your health information by alternative means or at alternate locations
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.
- Receive an accounting of disclosure made of your health information as provided by 45 CFR 164-528/

Complaints

You may complain to Tina P. Grau, D.C., and to the Department of Health Human Services if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint.

Obligations of Tina P. Grau, D.C.

Tina P. Grau, D.C. is required to:

- Maintain the privacy of Protected Health Information
- Provide you with this notice of its legal duties and privacy practices with respect to your health information.
- Abide by the terms of this notice.
- Notify you if we are unable to agree to a requested restriction on how your information is used or disclosed.
- Accommodate reasonable requests you may make to communicate health information by alternative means or at alternative locations.

- Obtain your written authorization to use or disclose your health information for reason other than those listed above and permitted under law.

Tina P. Grau, D.C. reserves the right to change its information practices and to make the new provisions effective for all Protected Health Information it maintains. Revised notices will be made available to you by providing you a revised copy at your appointment.

Acknowledgement

I _____, on this date _____ have been given a copy of Tina P. Grau, D.C.'s NOTICE OF PRIVACY PRACTICES.