

Privacy Policy

This form describes our policy for how medical information about you may be used and disclosed, and how your privacy is being protected. Community Acupuncture Studio understands that your personal health information is very sensitive. We will not disclose your information to others unless you sign a release form, or unless the law requires us to do so. The law protects the privacy of the health information we create and obtain in providing our care and services to you. For example, your protected health information includes your symptoms, test results, diagnoses, treatment, health information from other providers, and billing & payment information relating to these services. There is a \$10 processing fee for the photocopying and release of your records.

Safeguards in place at our office include:

- Limited access to facilities where this information is stored.
- Strict policies and procedures for handling any personal, financial and medical information.
- Requirements for all associates, employees and volunteers that may come in contact with personal or medical information to comply with privacy laws and our privacy policies.
- All medical files and records are kept on file for ten years in a secure filing system, after which time they will be destroyed.

Types of information that we gather and use:

In administering acupuncture, we gather and maintain information that may include personal information:

- About your financial transactions with us.
- From your medical history, treatment notes, and any letters, faxes, emails or telephone conversations to or from other health care practitioners.
- From health care providers, insurance companies, and other third party administrators (*e.g.* requests for medical records, procedures, or ICD-9 codes).

Examples of use of private information for Treatment and Health Operations:

- We may provide information to the acupuncturist treating you at Community Acupuncture Studio to help provide you the best care and keep all associates well informed with regards to your treatment.
- We may use medical records to assess quality, effectiveness, and to improve services and procedures, as well as to train our staff.
- We may contact you to follow up on your care, remind you of appointments, and ask you for feedback.
- We may use the financial information to evaluate the fiscal performance and financial sustainability of Community Acupuncture Studio.

We value our relationship with you, and respect your right to privacy.

If you have any questions call us during our regular business hours at (360) 943-6730.

By signing below you acknowledge that you have read and understand this information clearly AND that you have been offered a copy of our privacy policy which is also available on our website www.cas-olympia.com

Signature _____

Date _____

Print Name _____