

Henderson Chiropractic & Sports Rehab, P.C.

notices with larger font are available upon request

Privacy Notice

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.

This practice is committed to maintaining the privacy of your protected health information (PHI), which includes information about your health condition and the care and treatment you receive from the Practice. The creation of a record detailing the care and services you receive helps this office to provide you with quality health care. This notice details how your PHI may be used and disclosed to third parties. This notice also details your rights regarding your PHI.

Acknowledgement of Privacy Practices: We will ask you to sign a form that states you have received this Notice. This form does not state you have read the Notice, only that you have received it.

CONSENT

The Practice may use and/or disclose your PHI provided that it first obtains a valid Consent signed by you. The Consent will allow the Practice to use and/or disclose your PHI for the purposes of:

a) **Treatment**-in order to provide you with the healthcare you require, the Practice will provide your PHI to those healthcare professionals, whether on the Practice's staff or not, directly involved in your care so that they may understand your health condition and needs. For example, a physician treating you for lower back pain may need to know the results of your latest physician examination by this office.

b) **Payment**-In order to get paid for services provided to you, the Practice will provide your PHI, directly or through a billing service, to appropriate third party payers, pursuant to their billing and payment requirements. For example, the Practice may need to provide the Medicare program with information about health care services that you received from the practices so that the Practice can be properly reimbursed. The Practice 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) **Healthcare Operations**-In order for the Practice to operate in accordance with the applicable law and insurance requirements and in order for the Practice to continue to provide quality and efficient care, it may be necessary for the Practice to compile, use and/or disclose your PHI. For example, the Practice may use your PHI in order to evaluate the performance of the Practice's personnel in providing care to you. We must comply with your written request to restrict information if the information is to be sent to a health plan for payment or health care operations purposes and the disclosure relates to products or services that you have paid for solely out of pocket (unless disclosure is otherwise required by law).

NO CONSENT REQUIRED

The Practice may use and/or disclose your PHI, without written Consent from you, in the following instances:

a) **De-identified information**-Information that does not identify you and, even without your name, cannot be used to identify you.

b) **Business Associate**-We may also share your health information with another company that performs business services for us, such as billing companies. If so, we will have a written contract to ensure that this company also protects the privacy of your health information.

c) **Personal Representative**-To a person who, under applicable law, has the authority to represent you in making decisions related to your health care.

d) **Emergency Situations**-(i) for the purpose of obtaining or rendering emergency treatment to you provided that the Practice attempts to obtain your Consent as soon as possible; or (ii) to 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) **Communication Barriers**-If, due to substantial communication barriers or inability to communicate, the Practice has been unable to obtain your Consent and the Practice determines, in the exercise of its professional judgment, that your Consent to receive treatment is clearly inferred from the circumstances.

f) **Public Health Activities**-Such activities include, for example, information collected by a public health authority, as authorized by law, to prevent or control disease.

g) **Abuse, neglect, or domestic violence**-To a government authority if the Practice is required by law to make such disclosure. If the Practice is authorized by law

to make such a disclosure, it will do so if it believes that the disclosure is necessary to prevent serious harm.

h) **Health Oversight Activities**-Such activities, which must be required by law, involve government agencies and may include, for example, criminal investigations, disciplinary actions, or general oversight activities relating to the community's health care system.

i) **Judicial and Administrative Proceeding**-For example, the practice may be required to disclose you PHI in response to a court order or a lawfully issued subpoena.

j) **Law Enforcement Purposes**-In certain instances, your PHI may have to be disclosed to a law enforcement official. For example, you PHI may be the subject of a grand jury subpoena. Or, the Practice may disclose your PHI if the Practice believes that your death was the result of criminal conduct.

k) **Coroner, Medical Examiner, Funeral Directors**-The Practice may disclose your PHI to a coroner or medical examiner for the purpose of identifying you or determining your cause of death or perform other duties as authorized by law. We may also disclose your PHI to a funeral director, as authorized by law, in order to permit the funeral director to carry out their duties.

l) **Organ, Eye, or Tissue Donation**-If you are an organ donor, the Practice may disclose you PHI to the entity to whom you have agreed to donate your organs.

m) **Avert a Threat to Health or Safety**-The Practice may disclose your 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 the threat.

o) **Specialized Government Functions**-This refers to disclosures of PHI that relate primarily to military and veteran activity.

p) **Workers' Compensation**-If you are involved in a Workers' Compensation claim, the Practice may be required to disclose your PHI to an individual or entity that is part of the Workers' Compensation system.

q) **National Security and Intelligence Activities**-the Practice may disclose your PHI in order to provide authorized governmental officials with necessary intelligence information for national security activities and purposes authorized by law.

r) **Military and Veterans**-If you are a member of the armed forces, the Practice may disclose your PHI as required by the military command authorities.

APPOINTMENT REMINDERS

The Practice may, from time to time, contact you to provide appointment reminders or information about your treatment alternatives or other health-related benefits and services that may be of interest to you. The following appointment reminders are used by the Practice: a) a post card mailed to you at the address provided by you; b) telephoning your home and/or a contact number both provided by you and leaving a message on your answering machine or with the individual answering the phone.

DIRECTORY/SIGN-IN LOG

The Practice maintains a directory of a sign-in log for individuals seeking care and treatment in the office. Directory and sign-in log are located in a position where staff can readily see who is seeking care in the Practice's office suite. This information may be seen by, and is accessible to, others who are seeking care or services in the Practice's offices.

FAMILY AND FRIENDS

The Practice may disclose to your 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 Practice may also use or disclose your PHI to notify or assist in the notification (including identifying or locating) a family member, a 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 if you agree, or if the Practice can reasonably infer from the circumstances, based on the exercise of its professional judgment, that you do not object to the use or disclosure.

b) If you are not present, the Practice will, in the exercise of professional judgment 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.

AUTHORIZATION

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

YOUR RIGHTS

You have the right to:

a) Revoke any Authorization and/or Consent, in writing, at any time, except in as much as we have relied on the authorization until that point.

b) Request restrictions on certain use and/or disclosure of your PHI as provided by law. However, the Practice is not obligated to agree to any requested restrictions. To request restrictions, you must submit a written request to the Practice's Privacy Officer. In your written request, you must inform the Practice of what information you want to limit, whether you want to limit the Practice's use or disclosure, or both, and to whom you want the limits to apply. If the Practice 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. You must make your request in writing to the Practice's Privacy Officer. The Practice will accommodate all reasonable requests.

d) Inspect and copy your PHI as provided by law. To inspect and copy your PHI, you must submit a written request to the Practice's Privacy Officer. The Practice 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 Practice 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 law. To request an amendment, you must submit a written request to the Practice's Privacy Officer. The Practice 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 Practice (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 Practice, 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 Practice's denial, you will have the right to submit a written statement of disagreement.

f) You have a right to an accounting of all entities that obtained information unrelated to treatment, payment or health care operations that you did not approve by an authorization (except as required by law) in the six years prior to your request and may not include dates before April 14, 2003. However, in the event that we maintain your protected health information in an electronic health record, you have a right to an accounting of such information related to treatment, payment or health care operations for the three years prior to your request. To

request a list, contact the Practice's Privacy Officer. 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 Practice may charge you for the cost of providing additional lists. The Practice 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 form the Practice upon request.

h) Complain to the Practice or to the Secretary of HHS if you believe your privacy rights have been violated. To file a complaint with the Practice, you must contact the Practice's Privacy Officer. All complaints must be in writing.

i) To obtain more information on, or have your questions about your rights answered, you may contact the Practice's Privacy Officer at 662-236-2295 or via email at hendersonsportschiro@yahoo.com.

PRACTICES REQUIREMENTS

The Practice:

a) is required by federal law to maintain the privacy of your PHI and to provide you with this Privacy Notice detailing the Practice's legal duties and privacy practices with respect to your PHI.

b) is required by state law to maintain a higher level of confidentiality with respect to certain portions of your medical information that 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 your prior implementation.

f) will not retaliate against you for filing a complaint.

effective November 28, 2011

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