

(HIPAA, Title II)**Health Insurance Portability and
Accountability Act of 1996****NOTICE OF PRIVACY PRACTICES
FOR
WELLNESS 1ST, P.C.****THIS NOTICE DESCRIBES HOW
INFORMATION
ABOUT YOU MAY BE USED AND
DISCLOSED AND HOW YOU CAN GET
ACCESS TO THIS INFORMATION.
PLEASE REVIEW IT CAREFULLY.**

At Wellness 1st, P.C., we are committed to treating and using protected health information about you responsibly. This Notice of Privacy Policies describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information. This Notice is effective April 14, 2003, and applies to all protected health information as defined by federal regulations.

UNDERSTANDING YOUR HEALTH RECORD

Each time you visit our office, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment,
- Means of communication among the many health professionals who contribute to your care,
- Legal documentation describing the care you received,
- Means by which you or a third-party payer can verify that services billed were actually provided,
- A tool in educating health professionals,
- A source of data for medical research,
- A source of information for public health officials charged to improve the health of the state and nation,
- A source of data for our planning and marketing, and
- A tool by which we can assess and continually work to improve the care we render and outcomes we achieve.

Understanding what is in your record and how your health information is used helps you to: Ensure its accuracy; better understand who, what, when, where, and why others may access your health information; and make more informed decisions when authorizing disclosure to others.

YOUR HEALTH INFORMATION RIGHTS

Although your health record is the physical property of our practice, the information belongs to you. You have the right to:

- Obtain a paper copy of this notice of privacy policies upon request,
- Inspect and copy your health record as provided by 45 CFR 164.524,
- Amend your health record as provided by 45 CFR 164.526,
- Obtain an accounting of disclosures of your health information as provided by 45 CFR 164.528,
- Request confidential communications of your health information as provided by 45 CFR 164.522, and
- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522. (Our practice, however, is not required by law to agree to a requested restriction).

OUR RESPONSIBILITIES

Our practice is required to:

- Maintain the privacy of your health information,
- Provide you with this Notice as to our legal duties and privacy practices with respect to information we collect and maintain about you,
- Abide by the terms of this Notice,
- Notify you if we are unable to agree to a requested restriction, and
- Accommodate reasonable requests that you may have to communicate your health information.

We reserve the right to change our practices and to make the new provisions effective for all protected health information that we maintain. We will keep a posted copy of the most current notice in our facility containing the effective date in the top, right-hand corner. In addition, each time you visit our facility for treatment, you may obtain a copy of the current notice in effect upon request.

We will not use or disclose your health information in a manner other than described in the section regarding Examples Of Disclosures For Treatment, Payment, and Health Operations, without your written authorization, which you may revoke as provided by 45 CFR 164.508(b) (5), except to the extent that action has already been taken.

**FOR MORE INFORMATION OR
TO REPORT A PROBLEM**

If you have any questions and would like additional information, you may contact our practice's Privacy Officer, Dr. John Brouse at (814) 472-9355.

If you believe that your privacy rights have been violated, you can either file a complaint with our Privacy Officer or with the Office for Civil Rights, U.S. Department of Health Services (OCR). There will be no retaliation for filing a complaint with either our Privacy Officer, or the OCR. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

**EXAMPLES OF DISCLOSURES FOR
TREATMENT, PAYMENT, AND HEALTH
OPERATIONS****We will use your health information for treatment.**

For Example:

Information obtained by a nurse, physician, or other member of your health care team will be recorded in your record and used to determine the course of treatment that should work best for you. Your physician will document in your record his or her expectations of the members of your health care team. Members of your health care team will then record the actions they took and their observations. In that way, the physician will know how you are responding to treatment.

We will also provide your other physicians(s) or subsequent health care provider(s), (when applicable) with copies of various reports that should assist them in treating you.

We will use your health information for payment.

For Example:

A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

We will use your health information for regular health operations.

For Example:

Members of the medical staff, the risk or quality improvement manager, or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and services we provide.

➤ **Business Associates**

There are some services provided in our organization through contacts with business associates. Examples include physician services in the emergency department and radiology, certain laboratory tests, and a transcription service we use to transfer dictated patient care into the medical record. Due to the nature of

business associates' services, they must receive your health information in order to perform the jobs that we've asked them to do. To protect your health information, however, when these services are contracted, we require the business associate to appropriately safeguard your information.

- **Research**
We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.
- **Funeral Directors**
We may disclose health information to funeral directors to carry out their duties consistent with applicable law.
- **Organ Procurement Organizations**
Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.
- **Fund-Raising**
We may contact you as part of a fund-raising effort.
- **Food and Drug Administration**
We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.
- **Workers Compensation**
We may disclose health information to the extent authorized by and necessary to comply with laws relating to workers compensation or other similar programs established by law.
- **Public Health**
As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.
- **Appointment Reminders**
We may contact you or a family member at the phone number you have provided to us as a reminder that you have an appointment.
- **Marketing**
We may contact you to provide information about treatment alternatives or other health-related benefits and services that may be of interest to you.
- **Directory**
Unless you notify us that you object, we will use your name, location of facility, and general condition for our directory purposes. This information may be provided to members of your family and to other people who ask for you by name.
- **Notification**
We may use or disclose information to notify or assist in notifying a family member or personal representative (or other person responsible for your care) of your location and general condition.

- **Communication With Family**
Health professionals, using their best judgment, may disclose to a family member, other relative, or close personal friend (or any other person you identify) health information relevant to that person's involvement in your care or payment related to your care.
- **Law Enforcement**
We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.
- **In office recognition**
We may disclose first name and last initial on our referral board, birthday board and/or any other in office activity. This will be limited to in office activities.

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority, or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers, or the public.

We utilize an open adjusting area in our office. It is possible that other patients can hear what is being said between doctor and patient at the adjusting table. If you have an issue that you feel requires complete and total privacy, please let the doctor know prior to your adjustment so that you and the doctor may speak in private.

INFORMED CONSENT

I hereby authorize physicians and staff at Wellness 1st to treat my condition s deemed appropriate. The doctor will not be held responsible for any pre-existing medically diagnosed conditions.

I certify that the information on my health history application is correct to the best of my knowledge. I will not hold my doctor or any staff member of Wellness 1st responsible for any errors or omissions that I may have made in the completion of my health history application.

Chiropractic, as well as all other types of health care, is associated with potential risks in the delivery of treatment. Therefore, it is necessary to inform the patient of such risks prior to initiating care. While chiropractic treatment is remarkably safe, you need to be informed about the potential risks related to your care to allow you to be fully informed before consenting to treatment.

Chiropractic is a system of health care delivery and therefore, as with any healthcare delivery system, we cannot promise a cure for any symptom, condition, or disease as a result of treatment in this office. An attempt to provide you with the very best care is our goal, and if the results are not acceptable, we will refer you to another provider who we feel can further assist you.

Specific Risk Possibilities Associated with Chiropractic Care:

Soreness: Chiropractic adjustments and physical therapy procedures are sometimes accompanied by post treatment soreness. This is a normal and acceptable accompanying response to chiropractic care and physical therapy. While it is not generally dangerous, please advise your doctor if you experience soreness or discomfort.

Soft Tissue Injury: Occasionally chiropractic treatment may aggravate a disc injury, or cause other minor joint, ligament, tendon, or other soft tissue injury.

Rib Injury: Manual adjustments to the thoracic spine, in rare cases, may cause rib injury or fracture. Treatment is performed carefully to minimize such risk.

Stroke: Stroke is the most serious complication of chiropractic treatment. The most recent studies estimate that the incidence of this type is 1 in every 5 million upper cervical adjustments.

Other Problems: There are occasionally other types of side effects associated with chiropractic care. While these are rare, they should be reported to your doctor promptly. If you have any questions concerning any of the above statements, please ask your doctor.

Please return this to the
front desk.
A copy may be obtained, if
requested.
Thank you!