

ALAMO HEIGHTS CHIROPRACTIC HEALTH CENTER

Sandra Carrell Tremblay, D.C.

NOTICE OF PRIVACY PRACTICES

Revised August 7, 2008

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

This notice describes how Alamo Heights Chiropractic Health Center, the doctors, staff and others outside our office that are involved in your care and treatment may use and and/or disclose your health records 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 property of Sandra Carrell Tremblay, D.C.

This notice also describes your rights 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 Sandra Carrell Tremblay, D.C. May Use or Disclose Your Private Health Information

For Treatment: Dr. Sandra Carrell Tremblay, our office staff and others outside 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 of 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. The information on the bill may contain information that identifies you, your diagnosis and treatment or supplies used in the course of treatment.

For Healthcare Operations: Dr. Sandra Carrell Tremblay, our office staff and others outside our office that are involved in your care and treatment may use and disclose health information about you for operational 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 include disclosing and or sharing your health information with Third Party 'Business Associates' that perform various activities (e.g. Billing and Transcription Services) for Sandra Carrell Tremblay, D.C. Whenever an arrangement between Sandra Carrell Tremblay, D.C. and a Business Associate involves the use or disclosure of your Protected Health Information, we will have a written contract that contains terms that will protect the privacy of your Protected Health Information.

Appointments: Sandra Carrell Tremblay, D.C. may use your information to provide appointment reminders or information about treatment alternatives 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 you object, Sandra Carrell Tremblay, 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 judgement.

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

- For judicial and administrative proceedings pursuant to legal authority.
- To report information related to victim's abuse, neglect or domestic violence.
- To assist law enforcement officers in their law enforcement duties.

Other Reasons Your Protected Health Information May be Used: Public Health, Decedents, Health & Safety and Government Functions.

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 CFR164.522; however, Sandra Carrell Tremblay, 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 CFR164.524.
- Amend your health record as provided in 45 CFR164.524.
- Request communications of your health information by alternative means or at alternative locations.
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.
- Receive an accounting of disclosures made of your health information as provided by 45 CFR164.528.

Complaints

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

Obligations of Sandra Carrell Tremblay, D.C.

Sandra Carrell Tremblay, D.C. is required to:

- Maintain the 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 and 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 reasons other than those listed above and permitted by law.

Sandra Carrell Tremblay, 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.

Clinic Procedure Notices

1. While we have an open therapy room, private rooms are available for all procedures, therapies and conversations.
2. We send birthday and thank you cards for patient referrals, if you do not wish to receive them please let us know.
3. We call patients to confirm appointments and to reschedule missed appointments. Please advise us of any numbers you do not want to be called.
4. We encourage all patients to participate with referrals and testimonials about the care provided.
5. We require all patients to use the sign in sheet for verification of their visit; it is an industry standard.

Contact Information

If you have any questions or complaints, please contact:

Jeffrey T. Carrell
4501 McCullough Ave. #107
San Antonio, TX, 78212

Acknowledgement

I _____, on this date _____ have been given a copy of Sandra Carrell Tremblay, D.C.'s NOTICE OF PRIVACY PRACTICES.