

Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. **Please read this notice carefully!**

At Holistic Bodywork – Massage and Yoga, we believe that your health information is personal. We keep records of the care and services that you receive at our facilities. We are committed to keeping your health information private and we are also required by law to respect your confidentiality.

This Notice describes the privacy practices of Holistic Bodywork. This Notice applies to all of the health records that identify you and the care you receive. If you are under 18 years of age, your parents or guardian must sign for you and hand your privacy rights for you. We are legally required to give you this notice and to follow the terms of the Notice that is currently in effect.

HOW HOLISTIC BODYWORK MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

When you become a patient of Holistic Bodywork we will use your health information within Holistic Bodywork and disclose your health information outside Holistic Bodywork for the reasons described in this Notice. The following categories describe some of the ways that we will use and disclose your health information.

Treatment -We use your health information to provide you with health care services. We may disclose your health information to doctors, nurses, technicians, medical or nursing students, or other persons at Holistic Bodywork who need that information to take care of you. We also may disclose your health information to people outside Holistic Bodywork who may be involved in your health care, such as treating doctors, home care providers, pharmacies, drug or medical device experts, and family members.

Payment -We may use and disclose your health information so that the health care you receive may be billed and paid for by you, your insurance company, or another third party. We may also tell your health plan about a treatment you are going to receive so we can get prior approval or learn if your plan will pay for the treatment.

Health Care Operations - We may use your health information and disclose it outside Holistic Bodywork for our health care operations. These uses and disclosures help us operate Holistic Bodywork to maintain and improve patient care.

Contacting You - We may use and disclose health information to reach you about appointment and other matters. We may contact you by mail, telephone or email. We may leave voice messages at the telephone number you provide us with and we may respond to your email address.

Health-Related Services - We may use and disclose health information about you to send you mailings about health-related products and services available at Holistic Bodywork.

Legal Matters - We will disclose health information about you outside Holistic Bodywork when required to do so by federal, state or local law, or the court process. We may disclose health information about you for public health reasons, like reporting births, deaths, child abuse or neglect, reactions to medications or problems with medical products. We may release health information to help control the spread of disease or to notify a person whose health or safety may be threatened. We may disclose health information to a health oversight agency for activities authorized by law, such as for adults, investigations, inspections and licensure.

Notice of Privacy Practices, continued...

AUTHORIZATION FOR OTHER USES AND DISCLOSURES

As described above, we will use your health information and disclose it outside Holistic Bodywork for treatment, payment, health care operations, and when permitted or required by law. We will not use or disclose your health information for other reasons without your written authorization. You may revoke the authorization, in writing, at any time, but we cannot take back any uses or disclosures of your health information already made with your authorization.

Right to Amend - If you feel that health information we have about you is incorrect or incomplete, you have the right to ask us to amend your medical records. Your request for an amendment must be in writing, signed and dated. It must specify the records you wish to amend, and give the reason for your request. We may deny your request; if we do, we will tell you why and explain your options.

Right to Inspect and Obtain Copy - You have the right to inspect and obtain a copy of your completed health records unless your therapist believes that disclosure of that information to you could harm you. You may not see or get a copy of information gathered for a legal proceeding or certain research records while the research is ongoing. Your request to inspect or obtain a copy of the records must be submitted in writing, signed and dated. We may charge a fee for processing your request. If Holistic Bodywork denies your request to inspect or obtain a copy of the records, you may appeal the denial.

Right to Request Restrictions - You have the right to ask us to restrict the uses or disclosures we make of your health information for treatment, payment, or health care operations, but we do not have to agree. You also may ask us to limit the health information that we use or disclose about you to someone who is involved in your care or the payment for your care, like a family member or friend. Again, we do not have to agree. A request for a restriction must be in writing, signed and dated. The request should also describe the information you want restricted, say whether you want to limit the use or the disclosure of the information or both, and tell us who should not receive the restricted information. You must submit your request in writing. We will tell you if we agree with your request or not. If we agree, we will comply with your request unless the information is needed to provide you with emergency treatment.

Right to a Paper Copy of This Notice - You have the right to a paper copy of this Notice. You may ask us to give you a copy of this Notice at any time.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with Holistic Bodywork or with the Secretary of the U.S. Department of Health and Human Services. To file a complaint with Holistic Bodywork, you must submit your complaint in writing to the Privacy Office.

CHANGES TO THIS NOTICE

Holistic Bodywork may change this Notice at any time. Any change in the Notice could apply to medical information we already have about you, as well as any information we receive in the future. We will post a copy of the current Notice.