

Kinsley Chiropractic Center

Notice of Privacy Practices (effective 10/08/2012)

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.

Our Pledge to You

The health care providers at Kinsley Chiropractic Center create a detailed record of the care and services you receive at our facility. By law, we must keep this record private. And we must give you this summary of our legal duties and privacy practices, and follow them. Our policies apply to all of the records of your care that Kinsley Chiropractic Center maintains.

Who Will Follow These Privacy Practices

Kinsley Chiropractic Center provides health care in partnership with physicians, other health-care providers and agencies. These privacy practices will be followed by: any health care provider who treats you at any of our locations; all employees and staff; any business associate or partner who agrees to maintain your privacy.

Some Ways Your Medical Record May be Used or Shared

We may use or share medical information about you:

- for treatment, such as a referral to a specialist or other health care agency;
- for payment, such as your insurance company, Medicare or Medicaid;
- for health care functions, such as to improve our services;
- for regulatory agencies, such as during an audit or survey of our facilities;
- with those whom you designate to be involved in your care;
- in an emergency or disaster, so that your family or friends can be told where you are and how you are;
- when required for public health reports, abuse or neglect reports, funeral arrangements, and organ donation;
- when required by law, such as a request from law enforcement or a legal order;
- when required by military authorities, if you are a member of the military or a veteran

Uses and Disclosures That Require Your Authorization

In any other situation not covered by this notice, we will get your written authorization before using or sharing your health information. You may revoke any authorization in writing.

Your Rights Regarding Medical Information About You

In most cases, you may review and obtain a copy of your medical record. There may be a fee for the cost to copy and mail it. Your request must specify how or where you wish to receive your medical record. We will honor all reasonable requests.

Changes to Kinsley Chiropractic Center Privacy Notice

We may change our privacy policies at any time. Changes will apply to prior and new medical information. Before we make major changes in our policies, we will change our Notice of Privacy Practices and post the new notice in our office. You can get a copy of the current privacy notice at any time. The effective date is listed just below the title.

Complaints and Appeals

You may contact the Kinsley Chiropractic Center Privacy Officer if: you think that your privacy rights may have been violated or you disagree with our decision about access to your records

We will not punish you in any way for filing a complaint. You may also send a written complaint to the U.S. Department of Health and Human Services' Office of Civil Rights.

Privacy Officer
Kinsley Chiropractic Center
551 Broad Street
Waverly NY 14892
607-565-9212

Office of Civil Rights
US Department of Health and Human Services
1961 Stout Street #1428
Denver, CO 80294

I have read and understand the Notice of Privacy Practices.

(Signature)

(Date)