

Understand your Health Record/Information

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

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

- ✓ A basis for planning my care and treatment
- ✓ A means of communication among the many health professionals who contribute to my care
- ✓ A source of information for applying my TCM diagnosis to my bill
- ✓ A means by which a third-party payer can verify that services billed were actually provided
- ✓ A tool for routine healthcare operations such as assessing quality and reviewing the competence of healthcare professionals

Understanding what is in your record and how your health information is used helps to:

- ✓ Ensure its accuracy
- ✓ Better understand who, what, when, and why others may access your health information
- ✓ Make more informed decisions when authorizing disclosure to others

Your Health Information Rights

Although your health record is the physical property of the healthcare practitioner or facility that compiled it, the information belongs to you. You have the right to:

- ✓ Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522
- ✓ Obtain a paper copy of the notice of information practices upon request
- ✓ Request a copy of your health record as provided for in 45 CFR 164.524 (Minimal fee for services requested)
- ✓ Request an amendment to your health record as provided in 45 CFR 164.528
- ✓ Obtain an accounting disclosure of your health information by alternative means, i.e.: request records to be mailed instead of faxed
- ✓ Revoke your authorization to use or disclose health information except to the extent that action has already been taken

Our responsibilities: This organization is required to:

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

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice to the address you have supplied us. We will not use or disclose your health information without your authorization, except as described in this notice.

For more information or to report a problem

If you have any questions, you may contact the office manager at Advanced Healthcare Clinic. If you believe that your privacy rights have been violated, you can file a complaint with our office manager or with the Secretary of Health and Human Services. There will be no retaliation for filing a complaint. Telephone: 202.619.0257 or toll free: 1.877.696.6775 or write to: