

MANLEY CHIROPRACTIC

SUMMARY OF PRIVACY PRACTICES

This summary of our privacy practices is a condensed version of our Notice of Privacy Practices. Our full-length Notice is available by request.

Date of Last Revision: 01/01/2014
Effective Date: Immediately

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.

We understand that your medical information is personal to you, and we are committed to protection the information about you. As our patient, we create medical records about your health, our care of you, and the services and/or items we provide to you as our patient. By law, we are required to make sure that your Protected Health Information is kept private.

How will we use or disclose your information? Here are a few examples (for more detail please refer to the detailed notice of Privacy Practices available by request):

- ❖ For medical treatment
- ❖ To obtain payment for our services
- ❖ In emergency situations
- ❖ For appointment and patient recall
- ❖ To run our Practice more efficiently and ensure all our patients receive quality care
- ❖ For research
- ❖ To avert a serious threat to health
- ❖ For organ and tissue donation
- ❖ For workers' compensation programs
- ❖ In response to certain requests arising out of lawsuits or other disputes

If you believe your privacy rights have been violated, you may file a complaint with the Practice or with the Secretary of the Department of Health and Human Services. To file a complaint with the Practice, contact our Clinical Manager. All complaints must be submitted in writing. You will not be penalized for filing a complaint.

You have certain rights regarding the information we maintain about you. These rights include:

- ❖ The right to inspect and copy
- ❖ The right to amend
- ❖ The right to an accounting of disclosures
- ❖ The right to request restrictions
- ❖ The right to a paper copy of this notice
- ❖ The right to request confidential communications

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

I, _____, [patient's name] acknowledge that I have received, reviewed understand and agree to the Notice of Privacy Practices of Manley Chiropractic Center which describes the Practice's policies and procedures regarding the use and disclosure of my Protected Health Information created, received or maintained by this Practice.

Date

Signature

Print Name