

## Winchester Center for Acupuncture & Health

600 Main Street, #4 Winchester MA 01890 781.729.8880

### *Notice of Information Practices*

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.

#### **UNDERSTANDING YOUR ACUPUNCTURE HEALTH RECORD INFORMATION**

Each time you visit Winchester Center for Acupuncture & Health (WCAH), a record is made of your visit. Typically this record contains your health history, current symptoms, examination results, oriental medicine diagnosis and treatment plans. This information serves as:

- A basis for planning your care and treatment.
- A means of communicating among different WCAH providers of care.
- A legal document describing the care you received, written in a format appropriate to Acupuncture.
- A tool to assess the appropriateness and quality of the care you received.

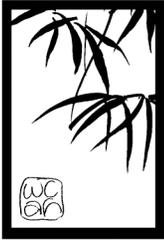
#### **YOUR RIGHTS UNDER THE FEDERAL PRIVACY STANDARD**

Although your health record is the physical property of WCAH, you have certain rights with regard to the information contained therein. You have the right to:

- Request restrictions on the use and disclosure of your health information for treatment, payment, and health care operations. Health care operations consist of activities necessary to carry out the operations of WCAH, such as quality assurance, peer review, and education. This right does not include those required by law, for example mandatory reporting of communicable diseases like tuberculosis.
- You may ask us to communicate with you by alternative means and, if the method is reasonable, we must grant the request.
- You have the right to inspect and copy your health information upon request. We reserve the right to charge a reasonable, cost-based fee for making copies.
- You have the right to request a correction of your health information unless we did not create the record or if the record is accurate and complete.
- You have the right to obtain an accounting of non-routine uses or disclosures.
- You have the right to revoke authorization to use or disclose your health information at any time.

#### **WITH THE REGULATORY CONSENT GRANTED BY THE HEALTH AND HUMAN SERVICES DEPARTMENT WE MAY USE OR DISCLOSE YOUR HEALTH INFORMATION FOR TREATMENT, PAYMENT AND OPERATIONS. FOR EXAMPLE:**

- WCAH can use your personal information to diagnose, plan and implement the best course of treatment for you.
- WCAH may also use your health history information to receive payment from a third party payer, for example Workers Compensation, if applicable and appropriate.



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- In your best interests, WCAH may use your health information for quality assurance to assess the care and outcome of your case.

### **OUR RESPONSIBILITY UNDER THE FEDERAL PRIVACY STANDARD**

In addition to providing you your rights, the federal privacy standard requires WCAH to:

- Maintain the privacy to your health information, including implementing reasonable and appropriate physical, administrative, and technical safeguards to protect the information.
- Provide you with this notice as to our legal duties and privacy practice with respect to individually identifiable health information that we collect and maintain about you.
- Abide by the terms of this notice.
- Train our personnel and students concerning privacy and confidentiality.
- Implement a sanction policy to discipline those who breach privacy/confidentiality policies.
- Lessen the harm of any breach of privacy or confidentiality.

### **HOW TO GET MORE INFORMATION OR TO REPORT A PROBLEM**

If you have any questions, problems or would like any additional information, you may contact us at 781-729-8880.

**If you feel your rights as outlined in this notice have been violated, you have the right to file a complaint with WCAH. WCAH guarantees that your care will not be affected, and no retaliatory action will be taken by WCAH against you.**

*Paper copies of the Notice of Information Practices are available for your records. You may request one at the reception desk at any time.*