

Advanced Acupuncture & Pain Management Clinic Protects Your Health Information and Privacy

Dear Valued Patient,

This notice describes our office's policy for how medical information about you may be used and disclosed, how you can get access to this information, and how your privacy is being protected.

Types of information that we gather and use:

In administering your health care, we gather and maintain information that may include non-public personal information.:

- About your financial transactions with us (billing transactions).
- From your medical history, treatment notes, all test results, any letters, or emails to or from other health care practitioners.
- From health care providers, insurance companies, workman's comp and your employer, and other third part administrators (e.g. requests for medical records, claim payment information).

Safeguards in place at our office include:

- Limited access to facilities where information is stored.
- Policies and procedures for handling information.
- Requirements for third parties to contractually comply with privacy laws.
- All medical files and records are kept on permanent file.
- Release of Protected Health Information requires written consent from you. State and federal laws require practitioners to report any suspected child abuse, communicable diseases i.e. Smallpox, AIDS, Tuberculosis, ETC, and thoughts of suicide within intent, in which case Protected Health Information may be released without written consent.

In certain states, you may be able to access and correct personal information we have collected about you, (information that can identify you - e.g. your name, address, etc.).

We value our relationship, and respect your right to privacy. If you have questions about our privacy guidelines, please call us during regular business hours at 1-612-547-9301.

Sincerely,

Dave Simmons, Owner, Ma. Om., Dipl. Ac., L.Ac., CMT
Advanced Acupuncture & Pain Management Clinic LLC.
2129 2nd Street
White Bear Lake, MN, 55110