



HIPAA NOTICE OF PRIVACY PRACTICES FOR HURD LIFE CHIROPRACTIC, P.C.

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.**

For more information contact the Privacy Officer at Hurd Life Chiropractic: 805-737-5656

Effective Date: The effective date of this Notice of Privacy Practices is: 02/15/2023

Notice Summary:

- Your Rights.** You have the right to:
- Get a copy of your health and claims records
 - Correct your health and claims records
 - Request confidential communication
 - Ask us to limit the information we share
 - Get a list of those with whom we've shared your information
 - Get a copy of this privacy notice
 - Choose someone to act for you
 - File a complaint if you believe your privacy rights have been violated
- Your Choices.** You have some choices in the way that we use and share information as we:
- Answer coverage questions from your family and friends
 - Provide disaster relief
 - Market our services and sell your information
- Our Uses and Disclosures.** We may use and share your information as we:
- Help manage the health care treatment you receive
 - Administer the plan
 - Pay for your health services
 - Administer your health plan
 - Help with public health and safety issues
 - Do research
 - Comply with the law
 - Respond to organ and tissue donation requests
 - Work with a medical examiner or funeral director
 - Address workers' compensation, law enforcement, and other government requests
 - Respond to lawsuits and legal actions

YOUR RIGHTS

When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Get a copy of your health and claims records

- You can ask to see or get a copy of your health and claims records and other health information we have about you. Please contact the Privacy Officer listed below to ask how to do this.
- We will provide a copy or a summary of your health and claims records, usually within 30 days of your request. We may charge a reasonable, cost-based fee.





Ask us to correct your health and claims records

- You can ask us to correct your health and claims records if you think they are incorrect or incomplete. Please contact the Privacy Officer listed below to ask how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

Request confidential communications

- You can ask us to contact you in a specific way or to send mail to a different address.
- We will consider all reasonable requests and must say ‘yes’ if you tell us you would be in danger if declined.

Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.

Get a list of those with whom we’ve shared information

- You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

Get a copy of this privacy notice

- You can ask the Privacy Officer identified below for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the information on page 1.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.
- We will not retaliate against you for filing a complaint.

YOUR CHOICES

For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions. In these cases, you have both the right and choice to tell us to:

- Share information with your family, close friends, or others involved in payment for your care.
- Share information in a disaster relief situation.

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

In these cases, we never share your information unless you give us written permission:

- Marketing purposes.
- Sale of your information.

If you give such permission, you may later revoke it by sending written notice of revocation to the Privacy Officer.



OUR USES AND DISCLOSURES

How do we typically use or share your health information? We typically use or share your health information in the following ways.

Help manage the health care treatment you receive. We can use your health information and share it with professionals who are treating you.

- *Example: A doctor sends us information about your diagnosis and treatment plan so we can arrange additional services.*

Run our organization. We can use and share your health information to help run the plan, improve your care, and contact you when necessary.

- *Example: We use health information about you to develop better services for you.*

Note regarding genetic information: We are not allowed to use genetic information to decide whether to give you coverage or set the price of coverage. This rule does not apply to long term care plans.

Pay for your health services. We can use and disclose your health information to pay for your health services.

- *Example: We share information about you with your dental plan to coordinate payment for your dental work.*

Administer plans. We may disclose your health information to your health plan sponsor for plan administration.

- *Example: Your company contracts with a health plan, and we provide your company with certain statistics to explain the premiums they charge.*

How else can we use or share your health information without your permission? We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information, see www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues.

We can share health information about you for certain situations such as:

- Preventing disease.
- Helping with product recalls.
- Reporting adverse reactions to medications.
- Reporting suspected abuse, neglect, or domestic violence.
- Preventing or reducing a serious threat to anyone's health or safety.

Do research. We can use or share your information for health research.

Comply with the law. We will share information about you if state or federal laws require it, including the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

Respond to organ and tissue donation requests. We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director. We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

- Address workers' compensation, law enforcement, and other government requests. We can use or share health information about you:
 - For workers' compensation claims.
 - For law enforcement purposes or with a law enforcement official.
 - With health oversight agencies for activities authorized by law.
 - For special government functions, such as military, national security, and presidential protective services.

Respond to lawsuits and legal actions. We can share health information about you in response to a court or administrative order, or in response to a subpoena.

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OUR RESPONSIBILITIES

Our responsibilities include:

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

PRIVACY OFFICER please contact (805) 737-5656.

CHANGES TO THE TERMS OF THIS NOTICE We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, and a copy will be provided to you.

FOR MORE INFORMATION For more information, contact the Privacy Officer or visit: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

ACKNOWLEDGMENT Please sign and date the Acknowledgment of Receipt on the following page and deliver it as instructed on the form.

Revision History

Version	Date	Official	Description of Change
1.1	04/22/2022	Allyssa Imano, C.O.	Initial version.
1.2	12/01/2022	Allyssa Imano, C.O.	Reformatted to match new office forms.
1.3	02/07/2023	Allyssa Imano, C.O.	Updates made by legal team review.



Acknowledgment of Receipt: HIPAA Notice of Privacy Practices

Please sign, date, and return this acknowledgement form to: Hurd Life Chiropractic, P.C. Attn: Front Desk.

I acknowledge that I received and understand Hurd Life Chiropractic, P.C.'s HIPAA Notice of Privacy Practices. The notice provides in detail the uses and disclosures of my protected health information that may be made by this practice, my individual rights, how I may exercise these rights, and the practice's legal duties with respect to my information.

I understand that this practice reserves the right to change the terms of its HIPAA Notice of Privacy Practices, and to make changes regarding all protected health information resident at, or controlled by, this practice. If changes to the policy occur, this practice will provide me a revised HIPAA Notice of Privacy Practices upon request.

Patient Name

Signature of Patient or their Representative

Date

_____ Initial here to decline to receive a copy of the above referenced document for my records.

If signed by a Representative:

Print name of Representative

Relationship of Representative (including basis of authority to act as personal representative)