



Examples of Disclosure for Treatment, Payment, and Health Operations

We will use your health information for treatment:

For Example: Information obtained by the nurse, physician, or other of your healthcare team will be recorded in your record and used to determine the course of treatment that should work best for you. Your physician will document in your record his or her expectations of the members of your healthcare team. Members of your healthcare team will then record the actions they took and their observations. In that way, the physician will know how you are responding to treatment. We will also provide your physician or subsequent healthcare provider with copies of various reports that should assist him/her with your ongoing medical treatment.

We will use your health information for payment:

For Example: A bill may be sent to you or a third party payer. The information on or accompanying the bill may include information that identified you, as well as your diagnosis, procedures, and supplies used.

We will use your health information for regular health operations:

For Example: Members of the medical and/or managerial staff may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.

Communication with Family: Health professionals, using their best judgement, may disclose to a spouse or other family member you identify health information relevant to that person's involvement in our care or payment related to your care.

Public Health: As required by law, we may disclose your Health information to the public health or legal authorities charged with preventing or controlling disease, injury, or disability.

Law Enforcement: We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.

Federal law makes provisions for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinic standards and are potentially endangering one or more patients, workers or the public.



PATIENT INFORMATION

AN INTRODUCTION TO TRADITIONAL CHINESE MEDICINE

Traditional Chinese Medicine (TCM) works to balance and strengthen your body's energetic system. This treatment approach may be quite "foreign to you. With this in mind, we invite you to both educate yourself about TCM and to trust the methods of this ancient healing art.

Your individual response to treatment will depend on many factors, including: the nature of your condition, how chronic your illness has become your general state of health and your willingness to participate in the healing process. You should notice a response to the treatments by the 3rd or 4th visit. During the course of treatment you may notice that seemingly unrelated problems resolve. These "minor complaints" often add up to a pattern of illness that can be successfully addressed by TCM. Listed below are a few suggestions to help maximize the effectiveness of your treatment.

- ✧ Come prepared to talk about your health concerns. The acupuncturist will want to know how long you have had this condition, what makes it better or worse, what other professionals you have seen, etc.
- ✧ If possible, plan to take it easy the day of your treatment. It is best to schedule a few hours of rest following your treatment. Try to avoid engaging in vigorous mental or physical activity for the rest of the day
- ✧ Do not come to your appointment on a full or empty stomach. If possible, eat at least one hour before treatment.
- ✧ It is best not to take hot baths or saunas the rest of the day following treatment.
- ✧ Please do not leave the office if you are feeling "spaced out" after a treatment. To avoid a safety hazard you should sit in the waiting room for a few moments or until the feeling passes.
- ✧ Occasionally, symptoms may become aggravated following a treatment. This is often a sign that previously dormant conditions are being awakened so that healing can occur. This "healing crisis" should pass quickly.
- ✧ It is important to follow the acupuncturist instructions for herbal, supplement and/or dietary recommendations as closely as possible.

Should you have any questions or concerns,
please do not hesitate to contact the office at 941-951-1119



Understanding 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 it carefully.

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

- ☆ 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, where, 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 practice 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 authorizations 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 you 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 provision 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 questions, you may contact the office manager at the Sarasota Center for Acupuncture and Nutrition. 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:

The US Dept of Health and Human Service
200 Independence Avenue, SW
Washington, DC 20201