

# Mukilteo Natural Health Clinic

## Notice of Privacy Practices

This Notice describes how your health information may be used and disclosed and how you can get access to this information.

Please review it carefully.

The privacy of your health information has always been important to us and we are committed to protecting it. New federal laws, however, require that we provide each of our patients with an official notice of our privacy practices. This notice will inform you of ways we use and share your information and it will describe your rights and our duties regarding the use and disclosure of health information.

### Law requires us to:

- Keep your health information private
- Give you this Notice of Privacy Practices
- Abide by the terms of the Notice of Privacy Practices currently in effect

### We have the right to:

- Change our privacy practices and the terms of this notice at any time, provided that law permits the changes.

If we make changes, we will update this notice and make the new notice available upon request.

Listed here are some of the ways we may use or disclose your information without your specific consent or authorization. Not all possible uses or disclosures are listed.

**-For Treatment:** We may use health information about you to provide you with treatment or services. We may disclose health information about you to doctors, nurses, technicians, medical students, or other people who are taking care of you. We may also share health information about you with your other health care providers to assist them in treating you.

**-For Payment:** We may use and disclose your health information for payment purposes.

**-For Health Care Operations:** We may use and disclose your health information for our health care operations. For example: We may use health information about you to review our treatment and services and evaluate the performance of our staff in caring for you.

### -Other Possible Uses and Disclosures:

- In response to a legal proceeding
- For other healthcare provider's treatment activities
- For other covered entities and provider's payment activities
- In case of threat to public health or safety
- To notify a family member in certain emergency situations
- To workers' compensation or similar programs for processing of claims
- In domestic violence or neglect situations
- Other uses and disclosures not in this notice will be made only as allowed or required by law or with your written authorization.

The health and billing records we create are the property of this health care facility. The health information in it, however, generally belongs to you.

### -You have a right to:

- Request and receive from us a copy of the most current Notice of Privacy Practices.
- Look at or receive copies of your health information. You may make this request in writing and we have a form available for that purpose. We reserve the right to charge a fee for the costs of copying, mailing or other supplies associated with your request.
- Ask us to restrict certain uses and disclosures. You must submit this request in writing. We are not required to grant the request but will comply with any request granted.
- Have us review a denial of access to your health information—except in certain circumstances.
- Ask us to change your health care information. You may give us this request in writing. You may write a statement of disagreement if your request is denied. It will be stored in your medical record, and included with any release of your records.
- Request a list of disclosures of your health information. The list will not include disclosures to third party payors. You may receive this information without charge once every 12 months. We will notify you of the cost involved if you request this information more than once in 12 months.
- Ask that your health information be given to you by other means or at another location. Please sign, date and give us your request in writing. We reserve the right to deny a request if it imposes an unreasonable burden on the practice.
- Cancel a prior authorization to use or disclose health information by giving us a written revocation. Your revocation does not affect any information that has already been released. It also does not affect any action taken before we have it. Sometimes, you cannot cancel an authorization if its purpose was to obtain insurance.

If you believe your privacy rights have been violated, you may discuss your concerns with any staff member. You may also file a complaint with the Privacy Officer at our practice or with the U.S. Secretary of Health and Human Services. All complaints must be in writing. You will not be penalized or discriminated against for filing a complaint.