

Norfolk County Chiropractic Office

Notice of Privacy Practices

This Notice describes how health information about you and your family may be used and disclosed and how you can get access to your individually identifiable information.

- 1) Our Practice is dedicated to maintaining the privacy of your individually identifiable information. In conducting our business, we are committed to maintaining the confidentiality of your personal health information, including the means by which we may use and disclose your personal health information, your privacy rights to this information, and our obligations concerning the use and disclosure of your personal health information. We are required by law to abide by these privacy regulations.
- 2) According to the rules of the Health Insurance Portability Accountability Act (HIPPA) we may use and disclose your individually identifiable health information (IIHI) in the following ways:
 - a. Treatment means providing, coordinating, or managing health care and related services by one or more health care providers. An example would be providing information to a consultant or your PCP.
 - b. Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities and utilization review.
 - c. Health Care Operations include the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis and customer service. An example would be an internal chart review.
 - d. Certain Special Circumstances:

-Public Health Risks	- Medicolegal Correspondence
-Health Oversight Activities	- Law Enforcement/Social Service
- 3) Your Rights Regarding Your Personal Information:
 - a. You have the right to confidential communication of your personal health information.
 - b. You have the right to request in writing that our practice communicate with you at a particular location, or in a particular manner. For example you may request that we contact you at home instead of work. Our practice will accommodate reasonable requests. You do not need to give a reason for such requests.
 - c. You have the right to request restrictions to the use and disclosure of your individually identifiable health information. We are not required to agree to such restrictions; however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when the information is necessary to treat you.
 - d. You have the right to inspect and retain a copy of your individually identifiable health information.
 - e. You have the right to ask for an amendment to your health information if you believe it is incorrect or incomplete.
 - f. You have the right to receive an accounting of certain disclosures of protected health information for purposes other than for treatment, payment, or operations thus not otherwise allowed by HIPPA.
 - g. You have the right to file a complaint with our privacy officer or with the secretary of the Department of Health and Human Services if you feel that your privacy rights have been violated. You will not be penalized for filing a complaint.
- 4) Our practice may contact you either by mail, email or telephone to remind you about an upcoming appointment or need for follow-up. We may contact you to discuss lab, x-ray, or other medical reports. We may contact you about billing or financial information. You have the right to change the way we contact you about these issues.
- 5) Any other uses and disclosures (those not allowed by HIPPA, as above) will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor that request, except to the extent that we have already taken actions relying on your authorizations. Examples of such disclosures may include, information regarding health and wellness newsletters, NCC's participation in upcoming charitable events or information related to other NCC sponsored community activities.
- 6) Any of our patients who are considered by state law to be emancipated minors will have the same rights with respect to the privacy of their protected health information. They will be entitled to their own copy of our privacy policies, and will be asked to sign an acknowledgement that they received such a copy. An example of an emancipated minor would include patients under eighteen years of age who are serving in a branch of the military.
- 7) We reserve the right to revise or amend this notice of Privacy Practices.
- 8) If you have questions or need to address any of these policies, please contact our practice's Privacy Officer, Dr. James Morgan at (508) 359-5200 or JMorgan@NCCSportsmed.net