



INNER RIVERS ACUPUNCTURE
Karen Powers
2221 James St.
Bellingham, WA 98225

Inner Rivers Acupuncture Protects Your Health Information and Privacy

Dear Valued Patient,

This notice describes this 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 protected.

In order to maintain the level of service that you expect from this office, I may need to share limited personal medical and financial information with your insurance company, with Worker's Compensation (and your employer as well, in this instance), and/or with other medical practitioners whom you authorize.

Safeguards in place at this 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; and
- ♦ all medical files and records (including email, regular mail, telephone, and faxes sent) are kept on permanent file.

Types of information that we gather and use:

In administering your health care, I gather and maintain information that may include nonpublic personal information:

- ♦ about your financial transactions with us (billing transactions);
- ♦ from your medical history, treatment notes, all test results, and any letters, faxes, emails, and telephone conversations to or from other healthcare practitioners; and
- ♦ from healthcare providers, insurance companies, Workman's Compensation and your employer, and other third-party administrators (e.g., requests for medical records and/or claim payment information).

In certain states, you may be able to access and correct personal information that was collected about you—information that can identify you, such as name, address, etc.

I value our relationship and respect your right to privacy. If you have questions about these privacy guidelines, please contact me at the address at the top of this sheet.

Thank you,

Karen Powers, L. Ac.