

Notice of Privacy Practices (HIPPA)
Center for Complementary Medicine Inc.
Lyn Swirda Lic.Ac., M.Ac., Dipl.Ac.

This notice describes how health information about you may be used and disclosed and how you can get access to this information. Please review it carefully. The privacy of your health information is important to us and we are committed to protecting your personal health information. Every time you visit our center, we create a record of the services and treatment you receive, this information is recorded in a paper chart and on a computer. We need to maintain your records to provide you with quality care and to comply with legal regulations. Your medical records are the property of this Center but the information in your records belongs to you.

OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect April 15, 2003, and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our notice effective for all health information that we maintain including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new notice available upon request.

You may request a copy of our notice at any time. For more information about our privacy practices, or for additional copies of this notice, please contact us using the information listed at the end of this notice.

USES AND DISCLOSURES OF HEALTH INFORMATION

We may use and disclose health information about you for treatment, payment, and healthcare operations.

Treatment means providing, coordinating, or managing health care and related services by one or more health care providers.

Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. For example, you may request that we disclose your health information to your insurance provider or third party for the purpose of reimbursement.

Healthcare Operations include the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, appointment scheduling and customer service. In addition, our center has an open waiting room where patients may be seen by other patients. This area is limited to Center staff and patients and their healthcare representatives. We may also create and distribute de-identified health information by removing all references to individually identifiable information.

Appointment reminders: We may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. If you are not available, we may leave a message via landline voicemail email or with the person who answers your phone. No specific personal health information will be disclosed or discussed during this time other than the date and time of your scheduled appointment along with a request to call our office with a minimum of 24 hours in order to change or cancel your appointment.

Communication with family: We may need to disclose your health information to a family member in the case of an emergency, in the event you're sick or injured or to the person who is responsible for the payment of your care, in the case of a minor. You will be given the opportunity if you are present to agree or object prior to making these disclosures. Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

PATIENT RIGHTS: You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Privacy Officer.

Access: You have the right to inspect and copy your protected health information.

Restriction: You have the right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.

Alternative Communication: You have the right to reasonable requests to receive confidential communications of protected health information from us by alternative means or at alternative locations.

Amendment: You have the right to request that we amend your protected health information. Your request must be in writing and it must explain why the information should be amended. We may deny your request under certain circumstances.

Disclosure Accounting: You have the right to receive an accounting of disclosures of protected health information.

Electronic Notice: If you receive this Notice on our website or by electronic mail, you are entitled to obtain a paper copy of this Notice upon request.

Questions and Complaints

If you want more information about our privacy practices, please contact us. You have recourse if you feel that we have violated your privacy rights. You have the right to file written complaint with our office, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office.

Privacy officer:
Lyn Swirda
1408 Beacon Street Suite 2
Brookline, Ma 02446
617.566.1170

U.S. Dept. of Health & Human Services
Office of Civil Rights
200 Independence Ave., S.W.
Washington, D.C. 20201
202.619.0257 or toll free 1.877.696.6775