

Mills River Family Chiropractic

THIS NOTICE DESCRIBES HOW CHIROPRACTIC AND MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY!

In the course of your medical care as a patient at **Mills River Family Chiropractic**, we may use or disclose personal and health related information about you in the following ways:

**Your personal health information, including your clinical records, may be disclosed to another health care provider or hospital if it is necessary to refer you for further diagnosis, assessment or treatment.*

**Your health care records as well as your billing records may be disclosed to another party, such as an insurance carrier, an HMO, PPO, or your employer (if they are or may be responsible for the payment of your services.)*

**Your name, address, phone number, and your health care records may be used to contact you regarding appointment reminders, to provide information about alternatives to your present care, or to other health related information that may be of interest to you*

Exclusive to our office: Please initial

From time to time you may receive treatment in an open area.

N/A Your photograph may be taken and placed on the bulletin board for progress reports or for educational purposes. In this case, only your first name will be used.

If you are not at home to receive an appointment reminder, a message may be left on your answering machine. You also have the right to refuse to provide authorization for this office to contact you regarding these matters. If you do not provide us with this authorization it will not affect the care provided to you or the reimbursement avenues associated with your care.

Under federal law, we are also permitted or required to use or disclose your health information without your consent or authorizations in the following circumstances:

**If we are providing health care services to you based on the orders of another health care provider.*

**If we provide health care services to you in an emergency.*

**If we are required by law to provide care to you and we are unable to obtain your consent after attempting to do so.*

**If there are substantial barriers to communicating with you, but in our professional judgment we believe that you intend for us to provide care.*

**If we are ordered by the courts or another appropriate agency.*

Any use or disclosure of your protected health information, other than as described in the examples outlined above, will only be made upon your written authorization.

We normally provide information about your health care or about the status of your account. If you would like the information in a different form, please advise us in writing as to your preferences.

CONFIDENTIAL

