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**Your Privacy is our Concern!!!**

Here at Licata Chiropractic and Wellness Center, we care about our patient's privacy. Therefore, the recent HIPPA legislation passed by the federal government regarding your privacy as a patient has become one of our highest priorities. These new privacy regulations went into effect on April 14, 2003.

This notice describes how your medical information may be used and disclosed, and how you can get access to it. Please review the following carefully.

There are occasions where our office is permitted to use your health information without prior approval. Below are explanations for the those possible situations:

**Treatment:** The information in your chart may be shared with any other healthcare provider involved in your direct treatment as to enhance your treatment and understanding of the diagnoses.

**Payment:** In order to process your claim and receive payments from your insurance carrier, we need to disclose your healthcare information as required.

**Health Care Operations:** To improve on overall quality, our office may need to disclose your information to participate in quality improvement activities and audits.

**As Required or Permitted by Law:** From time to time, our office may be required by law to report your healthcare information to authorities such as law enforcement officials, court facilities, government agencies and public health officials.

**Request Restrictions on Uses and Disclosures:** You have the right to ask for restrictions on how your information is disclosed, or to whom. Please realize we will do our best to accommodate this request, but are not required to agree in all circumstances.

**Inspect and Copy your Healthcare Information:** Unless your physician advises against it, you have the right to inspect and obtain copies of your healthcare information. If you would like copies of your records, our office may charge you for copying fees. If you believe that there is any incorrect information in your records, you may request our office correct such errors. Our office has 90 days to find conclusive evidence with your request and make any necessary changes.

**Receive Confidential Communication of Health Information:** You have the right to request different

avenues of communication of your healthcare information.

**Receive a Record of Disclosures or your Healthcare Information:** You may request a list of healthcare information disclosures made within the last six years, but not before April 14, 2003.

**Complaints:** If you believe at any time your privacy has been violated, please contact us (585) 343-5311. Rest assure your future care will not be affected.

This privacy policy for Licata Chiropractic and Health Center is subject to change at anytime, and is effective April 14, 2003. (Revised effective 9/23/2013).