

Advanced Chiropractic
9212 Evergreen Way
Everett, WA 98204

Our Responsibilities:

We are required to:

- *Keep your protected health information private
- *Give you this notice
- *Follow the terms of this notice

We have the right to change our practices regarding the protected health information we maintain. If we make changes, we will update this Notice. You may receive the most recent copy of this Notice by calling and asking for it or by visiting our office to pick one up.

To Ask for Help or Complain:

If you have questions, want more information, or want to report a problem about the handling of your protected health information, you may contact:

Dr. Christine Beasley
9212 Evergreen Way
Everett, WA 98204

If you believe your privacy rights have been violated, you may discuss your concerns with any staff member. You may also deliver a written complaint to Dr. Christine Beasley, Privacy Officer, to our health care facility. You may also file a complaint with the U.S. Secretary of Health and Human Services.

We respect your right to file a complaint with us or with the U.S. Secretary of Health and Human Services. If you complain, we will not retaliate against you.

Other Disclosures and Uses of Protected Health Information:

Notification of Family and Others:

*Unless you object, we may release health information about you to a friend or family member who is involved in your health care. We may also give information to someone who helps pay for your care. We may tell your family or friends your condition and that you are in a hospital. In addition, we may disclose health information about you to assist in disaster relief efforts. You have the right to object to this use of disclosure of your information. If you object, we will not use or disclose it.

We may use and disclose your protected health information without your authorization as follows:

- >With health researchers-if the research has been approved and has policies to protect the privacy of your health information. We may also share information with health researchers preparing to conduct a research project.
- >To Funeral Directors/Coroners consistent with applicable law to allow them to carry out their duties.
- >To Organ Procurement Organizations (tissue donation and transplant) or persons who obtain, store or transplant organs.
- >To the Food and Drug Administration relating to problems with food, supplements, and products.
- >To comply with Workers Compensation laws-if you make a workers compensation claim.
- >For Public Health and Safety purposes as allowed or required by law:
 - *to prevent or reduce a serious, immediate threat to the health or safety of a person or the public.
 - *to public health or legal authorities
 - >to protect public health and safety
 - >to prevent or control disease, injury or disability
 - >to report vital statistics such as births or deaths
- >To report suspected abuse or neglect to public authorities.
- >To correctional institutions if you are in jail or prison, as necessary for your health and the health and safety of others.
- >For law enforcement purposes such as when we receive a subpoena, court order, or other legal process, or you are the victim of a crime.
- >For disaster relief purposes. For example, we may share health information with disaster relief agencies to assist in notification of your condition to family or others.
- >For work-related conditions that could affect employee health. For example, an employer may ask us to assess health risks on a job site.
- >To the military authorities of the U.S. and Foreign Military Personnel. For example, the law may require us to provide information necessary to a military mission.
- >In the course of judicial/administrative proceedings at your request, or as directed by a subpoena or court order.
- >For specialized government functions. For example, we may share information for national security purposes.

Other Uses and Disclosures of Protected Health Information:

*Uses and disclosures not in this notice will be made only as allowed or required by law or with your own written authorization.

WEB SITE:

*We will soon have a web site that provides information about us. For your benefit, this Notice will be on the site at: www.advchiro.org

Effective Date: April 14, 2003

A signed copy of the Private Practice Summary will be retained in your health care record.