

Arlington Family Chiropractic Clinic, LLC

Privacy Policy

Protecting the privacy of your personal health information is important to us. This notice gives a brief synopsis of our privacy policy and how information about you may be used and disclosed and how you can get access to this information. A copy of our complete privacy policy will be provided to you. If you are not offered a complete copy, please ask at the front desk.

- Disclosure of your protected health information without authorization is strictly limited to defined situations that include emergency care, quality assurance activities, and public health, research, and law enforcement activities. Any other disclosures for the purposes of treatment, payment, or practice operation will be made only after obtaining your consent. You may request restrictions on disclosures.
- Disclosures of protected health information are limited to the minimum necessary for the purpose of the disclosure. This provision does not apply the transfer of medical records for treatment.
- You may inspect and receive copies of your records within **30 days** of a request to do so. There may be a reasonable cost-based fee for photocopying, postage and preparation. You may request changes to your records. Our practice has the right to accept or deny your request.
- We maintain a history of protected health information disclosures that is accessible to you.
- In the future, we may contact you for appointment reminders, announcements, and to inform you about our practice and its staff.
- We have open adjusting/therapy areas. Any conversation that you have with the doctor or staff could be overheard by other patients. You have the right to ask the doctor or staff for privacy to speak about your health or financial concerns.
- Our practice is required to abide by this notice. We have the right to change this notice in the future. Any revisions will be prominently displayed in a clearly visible location in our office.

If you have a question regarding our privacy policy, please contact our privacy compliance officer. If you need to file a complaint about privacy violations, you may complain to us or the Secretary of Health and Human Services. To file a complaint you may go to:

<http://www.hhs.gov/ocr/privacy/hipaa/complaints/hipcomplaintfor.pdf> or our office can provide you with a written form in which to file your complaint. You may also file a complaint with us by notifying our Privacy Officer of your complaint. We will not retaliate against you for filing a complaint.

Our Privacy Officer is Megan Adkins. You may contact our Privacy Officer or any staff member, including Dr. Kurt Price at the following phone number: 901-867-3995

ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF PRIVACY PRACTICES

****You may refuse to sign this Acknowledgement****

I have received a copy of this office's Notice of Privacy Practices.

Please print name: _____

Signature: _____

Date: _____