



NOTICE OF PRIVACY PRACTICES

THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT HZAM'S PRIVACY PRACTICES. THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

I. What is this notice?

Holistic Zen Acupuncture & Massage (HZAM) must collect, maintain, and use non-public personal information on patients it provides services to. We consider this information private and confidential and have policies and procedures in place to protect the information against unlawful use and disclosure. This notice describes what types of information we collect, explains when and to whom we may disclose it, and provides you with additional important information as to our legal duties and privacy practices. It also describes your rights to access and control your non-public personal information (NPI).

HZAM is required to abide by the terms of this notice. However, we may modify the terms of this notice at any time, and the new notice will be effective for all NPI in our possession at the time of the change, and any created or received thereafter.

Information HZAM collects, uses and maintains on you is protected by Federal and state laws: the Health Insurance Portability and Accountability Act (HIPAA) and California State Public Health Law. HZAM does not disclose NPI to anyone, except with your authorization or otherwise permitted by law.

If you believe your privacy rights under the Health Insurance Portability and Accountability Act (HIPAA) have been violated you can submit a written complaint to HZAM: 700 Garden View CT, Suite 201-A, Encinitas, CA 92024. You may also complain to the Secretary of Health and Human Services if you believe your privacy rights have been violated. There will be no retaliation for filing a complaint.

II. What is “non-public personal information” (NPI)?

Non-public personal information (NPI) is information that identifies you as an individual and relates to your participation in treatment, your physical or mental health/condition, the provision of treatment or healthcare to you or payment to HZAM for the provision of services provided to you.

III. How does HZAM protect NPI?

At HZAM, we restrict access to NPI to members of our workforce who need to provide care or services to you or are engaged in important business operations. We maintain physical and procedural safeguards to protect your information against unauthorized access and use.

Holistic Zen Acupuncture & Massage: Policies, Procedures & Informed Consent

HIPAA QUESTIONS & ANSWERS

In effect since April 2003, HIPAA regulations for the proper handling of your protected health information can still be confusing. The following frequently asked questions and answers will clarify the most common concerns we've encountered. More information can be found at: www.hhs.gov, select "Protect Patient Information: Learn How HIPAA Protects You," from a link found on the right lower hand side of the site.

Does the HIPAA Privacy rule require hospitals and doctors' offices to be retrofitted to provide private rooms, and soundproof walls to avoid any possibility that a conversation is overheard?

No, the Privacy Rule does not require these types of structural changes to be made in facilities. Covered entities must have in place appropriate administrative, technical, and physical safeguards to protect the privacy of protected health information. This standard requires the covered entities make reasonable efforts to prevent uses and disclosures not permitted by the Rule. The Department does not consider facility restructuring to be a requirement under this standard.

Are there situations in which NPI legally must be disclosed?

Yes, NPI may be disclosed to government authorities in cases of abuse, neglect, or domestic violence. Covered entities may disclose protected health information to health oversight agencies (as defined in the Rule) for purposes of legally authorized health oversight activities, such as audits and investigations necessary for oversight of the health care system and government benefit programs. Covered entities may disclose protected health information in a judicial or administrative proceeding if the request for the information is through an order from a court or administrative tribunal. Such information may also be disclosed in response to a subpoena or other lawful process if certain assurances regarding notice to the individual or a protective order are provided. Covered entities may disclose protected health information to law enforcement officials for law enforcement purposes under the following six circumstances, and subject to specified conditions: (1) as required by law (including court orders, court-ordered warrants, subpoenas) and administrative requests; (2) to identify or locate a suspect, fugitive, material witness, or missing person; (3) in response to a law enforcement official's request for information about a victim or suspected victim of a crime; (4) to alert law enforcement of a person's death, if the covered entity suspects that criminal activity caused the death; (5) when a covered entity believes that protected health information is evidence of a crime that occurred on its premises; and (6) by a covered health care provider in a medical emergency not occurring on its premises, when necessary to inform law enforcement about the commission and nature of a crime, the location of the crime or crime victims, and the perpetrator of the crime.

Holistic Zen Acupuncture & Massage: Policies, Procedures & Informed Consent