

## Privacy Policy

### Arctic Chiropractic Juneau LLC Notice of 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.**

This notice of Privacy Practices describes how we may use and disclose your protected health information (PHI) to carry out treatment, payment or health care operations (TPO) and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. "Protected health information" is information about you, including demographic information that may identify you and that relates to your past, present, or future physical or mental health or condition and related health care services.

#### **USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION THAT WE MAY MAKE WITHOUT YOUR AUTHORIZATION**

Your protected health information may be used and disclosed by you physician, our office staff and others outside of our office that are involved in your care and treatment for the purpose of providing health care services to you, pay your health care bills, support the operation of the physician's practice and any other use required by law.

- **To Contact You** – Your information may be used to contact you to remind you about appointments, inform you about treatment options or advise you about other health-related benefits and services.
- **Treatment** – Your information may be shared with any healthcare provider who is providing you with health care services. This includes coordinating your care with other health care providers and providing referrals to other health care providers. Examples of healthcare providers who may need your information to treat you include your doctor, pharmacist, nurse, and other providers such as physical therapists, massage therapists, home healthcare providers and x-ray technicians. We may share PHI electronically with your healthcare providers to make sure they have your information as quickly as possible to treat you.
- **Payment** – In order to obtain payment for your health care services, we may have to provide your PHI to the party responsible for paying. This may include Medicare, Medicaid, or your insurance company. Your Insurance company may need information about activities such as your eligibility of coverage, reviewing the medical necessity of the health care services provided to you or providing approval for specific services.
- **Healthcare Operations** – We may use or disclose, as needed, your PHI in order to support the business activities of our physician's practice. These activities includes, but are not limited to quality assessment activities, employee review activities, training of medical students, licensing and conducting or arranging for other business activities. For example, we may disclose your PHI to medical school students that see patients at our office. In addition, we may use a sign in sheet at the front desk where you will be asked to sign your name and/or indicate your physician, as well as the time you arrived and left our office. We may also call you by name in the waiting room, when your physician is ready to see you. We may share your PHI with third parties who perform services such as transcription or billing. In those cases, we have written agreements with third parties that they will not use or disclose your PHI except if permitted by law. We may also use your information (name, address, date of birth, department of service, treating physician, dates of treatment, outcome) for our fundraising activities.

#### **OTHER USES AND DISCLOSURES THAT WE MAY MAKE WITHOUT YOUR AUTHORIZATION**

There's a number of ways that your PHI may be used or disclosed without your authorization. Generally, these uses and disclosures are either required by law or for public health and safety purposes.

- When, required by law;
- Public Health Issues;
- Health Oversight;
- Legal Proceedings;
- Abuse & Neglect;
- Law Enforcement;
- Preventing a serious threat to the health and safety of a person or of the public;
- Coroners, Funeral Directors and Organ Donation;
- Research;
- Military Activity and National Security;
- Worker' Compensation;
- Inmates/arrestees;