



Catawba Natural Healing

Our Clinic Protects Your Health Information and Privacy

This notice describes our office's policy for how medical information about you may be used and disclosed, how you can get access to this information & how your privacy is being protected. We may need to share limited personal medical and financial information with your insurance company, with Worker's Compensation (and your employer as well in this instance), or with other medical practitioners that you authorize. Safeguards in place at our office include:

- Limited access to facilities where information is stored.
- Policies and procedures for handling information.
- Requirements for third parties to contractually comply with privacy laws.
- All medical files and records (including email, regular mail, telephone, and faxes sent) are kept on permanent file.

Types of information that we gather/use: In administering your health care, we gather & maintain information that may include non-public personal information.:

- About your financial transactions with us (billing transactions).
- From your medical history, treatment notes, all test results, and any letters, faxes, emails or telephone conversations to or from other health care practitioners.
- From health care providers, insurance companies, workman's comp and your employer, and other third part administrators (e.g. requests for medical records, claim payment information).

In certain states, you may be able to access and correct personal information we have collected about you, (information that can identify you - e.g. your name, address, Social Security number, etc.). We value our relationship and respect your right to privacy. If you have questions about our privacy guidelines, please call us at 828-999-4800. By signing and dating below, I am in full understanding of HIPAA, how my personal information will be used and giving permission for this clinic to release my information when necessary as described above. I consent to the use or disclosure of my identifiable health information by this clinic for the purposes of diagnosis or providing treatment to, obtaining payment for my health care bills or to conduct health care operations. I understand that diagnosis or treatment of me at this clinic may be conditioned upon my consent as evidenced by my signature on this document. I have the right to request a restriction as to how my identifiable health information is used or disclosed to carry out treatment, payment or health care operations of the practice. This clinic is not required to agree to the restrictions that I may request. However, if this clinic agrees to a restriction that I request, the



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restriction is binding upon Catawba Natural Healing LLC. I have the right to revoke this consent, in writing, at any time except to the extent that this clinic has taken action in reliance on this consent. My identifiable health information means health information, including my demographic information, collected from me & created or received by my practitioner, another health care provider, a health plan, my employer or a health care clearinghouse. This identifiable health information relates to my past, present or future physical or mental health or condition & identifies me, or there is a reasonable basis to believe the information may identify me. I understand I have the right to review Catawba Natural Healing LLC Notice of Privacy Practices prior to signing this document. The Notice of Privacy Practices describes the types of uses & disclosures of my identifiable health information that will occur in my treatment, payment of my bills or in the performance of health care operations of Catawba Natural Healing LLC. It is also provided at the front desk. This Notice of Privacy Practices also describes my rights and the duties of my practitioners & Catawba Natural Healing LLC with respect to my identifiable health information. This clinic reserves the right to change information contained in the Notice of Privacy Practices at any time. I may obtain a revised Notice of Privacy Practices by accessing the website or requesting the most current notice during any office visit.