



Avon Park Chiropractic Clinic  
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### Notice of Privacy Practices

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This notice describes how your health information may be used and disclosed as well as how you can access this information. Please, review it carefully.

At Avon Park Chiropractic Clinic, we are required to keep your health information secure and confidential by law. By law, we are also required to give you this notice and to adhere to the terms of this notice. The law permits us to use or disclose your health information to those involved in your treatment. For example, a review of your file by a specialist doctor whom we may involve in your case. We may use or disclose your health information for payment of your services. For example, we may send a report of your treatment or progress to your insurance company. We may use or disclose your health information for our normal healthcare operations. For example, one of our staff will enter your treatment information into our computer system. We may share your medical information with our business associates, such as a billing service. We have a written contract with each business associate that requires them to protect your privacy.

We may use your information to contact you. For example, we may send newsletters or other information to you. We may also call and remind you about your appointments. If you are not home, we may leave this information on your answering machine or with a person who answers the telephone.

In an emergency, we may disclose your health information to a family member or another person responsible for your care. We will need to release some or all of your health information, when required by law.

If this practice is sold, this information will be property of the new owner. Except as described above, this practice will not use or disclose your health information without your prior written authorization.

You have the right to know any uses or disclosures we make with your health information beyond the normal uses. You have the right to receive communication about your health information in the manner you prefer. We will also use whatever communication method, number, or system you prefer to contact you. You have the right to transfer a copy of your health information to another practice. A records release authorization form will need to be completed. You have the right to see and receive a copy of your health information, with a few exceptions. Give us a written request regarding the information you want to see. If you want a copy of your health records, we may charge you with a reasonable fee for the copies. You have the right to request an amendment or change to your health information, in writing. If you wish to include a statement in your file, please give it to us in writing. We may or may not make the changes requested, but will include the statement in your file. If we agree to an amendment or change, we will not remove nor alter the earlier documents, but add new information. You have the right to receive a report of who we disclose your information to. If our privacy and security measures or systems are breached in any way, we will notify you. If we change the details of this notice, we will notify you of these changes in writing.

You may file a complaint with the Department of Health and Human services in writing (200 Independence Ave, S.W., Room 509F, Washington, DC 20201), online (<http://www.hhs.gov>), or by email ([OCRComplaint@hhs.gov](mailto:OCRComplaint@hhs.gov)). You will not be retaliated against for filing a complaint.

Please contact our Privacy Officer, David A. Boersma, D.C. for more information, to make a request, to file a complaint with us, or for assistance regarding your health information privacy.

#### Acknowledgement

I have received a copy of the Avon Park Chiropractic Clinic Notice of Privacy Practices

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Signature of Patient, Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Relationship