

## HIPPA Form

Dear Valued Patient,

This note describes Heal Oriental Medicine's policy for how medical information about you may be used and disclosed, how you can get access to this information, and how your privacy is being protected. It's imperative that your privacy and healthcare information is protected in the course of our relationship.

In order to maintain the level of service that you expect from our office, we may need to share limited personal medical and financial information with your insurance company or other fitness professionals that you authorize.

### **Safeguards in place include:**

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

### **Types of information we gather and use:**

- About your financial transactions with us (billing transactions).
- From your medical history, treatment notes, all the test results, and any letters, faxes, emails, telephone conversations to or from other health care practitioners
- From health care providers, insurance companies, workman's comp and your employers and other third parties

In certain states, you may be able to access and correct the personal information we have collected about you (information that can identify you: your name address, Social Security number, etc.)

We value our relationships and respect your right to privacy. If you have questions about our privacy guideline, please call us at 208-720-1974.

I have read and understand this privacy policy:

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Signature of Patient or Authorized Representative

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Date

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Print Name and Relationship

Email completed form to [gina@healom.com](mailto:gina@healom.com).