

Dr. Rebecca Scandura, D.C. ~ Whole Focus Chiropractic ~ 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.

Whole Focus Chiropractic is required, by law, to maintain the privacy and confidentiality of your protected health information and to provide our patients with notice of our legal duties and privacy practices with respect to your protected health information.

Disclosure of Your Health Care Information

Treatment

Whole Focus Chiropractic may disclose your health care information to other healthcare professionals within the practice for the purpose of treatment, payment or healthcare operations. On occasion, it may be necessary to seek consultation regarding your condition from other health care providers associated with Whole Focus Chiropractic. It is this office's policy to provide a substitute health care provider, authorized by Whole Focus Chiropractic, to assess and/or treat the patients, without advanced notice, in the event of the primary health care provider's absence due to vacation, sickness, or other emergency situation.

Payment

Whole Focus Chiropractic may disclose your health information to your insurance provider for the purpose of payment or health care operations.

As a courtesy to our patients, this office will submit an itemized billing statement to your insurance carrier for the purpose of payment to Whole Focus Chiropractic for health care services rendered. If you pay for your health care services personally, this office will, as a courtesy, provide an itemized billing to you to submit to your insurance carrier for the purpose of reimbursement to you. The billing statement contains medical information, including diagnosis, date of injury or condition, and codes which describe the health care services received.

Workers' Compensation

Whole Focus Chiropractic may disclose your health information as necessary to comply with State Workers' Compensation Laws.

Emergencies

Whole Focus Chiropractic may disclose your health information in the event of an emergency or of your death to a family member or another person responsible for your care.

Public Health

As required by law, Whole Focus Chiropractic may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting to the Food and Drug Administration problems with products and reactions to medications, and reporting disease or infection exposure.

Judicial and Administrative Proceedings.

Whole Focus Chiropractic may disclose your health information in the course of any administrative or judicial proceeding.

Law Enforcement.

Whole Focus Chiropractic may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena, and other law enforcement purposes.

Deceased Persons.

Whole Focus Chiropractic may disclose your health information to coroners or medical examiners.

Research.

Whole Focus Chiropractic may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board.

Public Safety.

It may be necessary to disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.

Whole Focus Chiropractic ~ 138 Russell St., Hadley, MA 01035 ~ 413.923.8914 ~ www.wholefocuschiropractic.com ~ drscandura@gmail.com

Specialized Government Agencies.

We may disclose your health information for military, national security, prisoner and government benefits purposes.

Marketing.

We may contact you for marketing purposes or fundraising purposes, as described in the following statements. As a courtesy, we may call you the day before your next scheduled appointment as a reminder. If you do not answer, Whole Focus Chiropractic will leave a reminder message. No personal health information will be disclosed during this recording or message other than the date and time of your scheduled appointment along with a request to call our office if you need to cancel or reschedule your appointment. It is the practice of this office to periodically contact you via email for the purposes of marketing. Your personal email will be held confidential and will never be given out to a third party. It is the practice of this office to participate in charitable events to raise awareness, food donations, gifts, money, etc. During these times, Whole Focus Chiropractic may send you a letter, post card, invitation or call your home to invite you to participate in the charitable activity, providing you with information about the type of activity, the dates and times, and request your participation in such an event. No personal health information about your condition will be disclosed for the purpose of Whole Focus Chiropractic sponsored fund-raising events.

Change of Ownership

In the event that Whole Focus Chiropractic is sold or merged with another organization, your health information/record will become the property of the new owner.

Your Health Information Rights

You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that Whole Focus Chiropractic is not required to agree to the restriction that you requested. You have the right to have your health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request. You have the right to inspect and copy your health information. You have a right to request that Whole Focus Chiropractic amend your protected health information. Please be advised, however, that Whole Focus Chiropractic is not required to agree to amend your protected health information. If your request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial. You have a right to receive an accounting of disclosures of your protected health information made by Whole Focus Chiropractic. You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.

Changes to this Notice of Privacy Practices

Whole Focus Chiropractic reserves the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, Whole Focus Chiropractic is required by law to comply with this Notice. Whole Focus Chiropractic is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about your privacy rights, please contact Dr. Rebecca Scandura at (413) 923-8914 or you may make an appointment for a personal conference in person or by telephone within 2 working days.

Complaints

Complaints about your Privacy rights, or how Whole Focus Chiropractic has handled your health information should be directed to Dr. Rebecca Scandura at (413) 923-8914 or you may make an appointment for a personal conference in person or by telephone within 2 working days. If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to: DHHS, Office of Civil Rights/200 Independence Avenue, S.W./Room 509F HHH Building/Washington, DC 20201.

This notice is effective as of 1/1/2011.