



Notice Of Privacy Practices

HIPPA

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please read it carefully and initial at the end.

Back & Neck Wellness Center has the goal of protecting the privacy of your personal medical information. Back & Neck Wellness Center is giving you this notice to tell you how Back & Neck Wellness Center may use and give out ("disclose") your personal medical information.

Back & Neck Wellness Center **must** use and give out your personal medical information to provide information:

To you or someone who has the legal right to act for you (your personal representative), & where required by law.

Back & Neck Wellness Center **has the right** to use and give out your personal medical information to operate its health care program. For example:

- Back & Neck Wellness Center may use your personal medical information to make sure you and others get quality health care, to provide customer services to you, or to resolve any complaints you have.
- Back & Neck Wellness Center may use your name and other related information in business transactions (such as submitting billing to your insurance company or your checks to the bank).
- Back & Neck Wellness Center may contact you about health matters, such as scheduling appointments, appointment reminders, or providing you with health-related information that may be of interest to you. This contact is generally done via telephone to your home/ cell phone. Messages may be left on available voicemail. If you have requests regarding the way you are contacted, you should inform Back & Neck Wellness Center of your preferences.

Back & Neck Wellness Center **may** use or give out your personal medical information for the following purposes under limited circumstances:

- For government healthcare oversight activities (such as fraud & abuse investigations),
- For judicial & administrative proceedings (such as in response to a court order),
- For research studies that meet all privacy law requirements (such as research related to the prevention of disease or disability),
- To avoid a serious & imminent threat to health or safety,
- To create a collection of information that can no longer be traced back to you.

By law, Back & Neck Wellness Center must have your written permission (an "authorization") to use or give out your personal medical information for any purpose that is not set out in this notice. You may take back ("revoke") your written permission at any time, except if Back & Neck Wellness Center has already acted based on your permission.

By law, you have the right to:

- See and get a copy of your personal medical information held by Back & Neck Wellness Center.
- Have your personal medical information amended if you believe that it is wrong or if information is missing, and Back & Neck Wellness Center agrees. If Back & Neck Wellness Center disagrees, you may have a statement of your disagreement added to your personal medical information.
- Get a listing of those getting your personal medical information from Back & Neck Wellness Center. The listing will not cover your personal medical information that was given to you or your personal representative, or that was given out to pay for your healthcare or for Back & Neck Wellness operations.
- Ask Back & Neck Wellness Center to communicate with you in a different manner or at a different place (for example, by sending materials to a PO. box instead of your home address).
- Ask Back & Neck Wellness Center to limit how your personal medical information is used and given out. Please note that Back & Neck Wellness Center may not be able to agree to your request.
- Get a separate paper copy of this notice.

-If you believe Back & Neck Wellness Center has violated your privacy rights set out in this notice, you may file a complaint with Back & Neck Wellness Center at the following address (**Listed above**)

-Filing a complaint will not affect your care with Back & Neck Wellness Center. You also may file a complaint with the Secretary of the Department of Health and Human Services. For more information on filing a complaint or exercising your rights set out in this notice, call 608-222-4244 and speak to Dr. Bonnie Langrehr about Back & Neck Wellness Center's privacy notice.

-By law, Back & Neck Wellness Center is required to follow the terms in this privacy notice.

Back & Neck Wellness Center has the right to change the way your personal medical information issued and given out.

These privacy practices have been in effect since March 1997.

→ I have read and understand this Privacy Notice. Please initial here _____