

# OGAWA CHIROPRACTIC

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## Notice of Privacy Practices

Adopted 7-28-2015

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.

This practice 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 Protected Health Care Information

We may disclose your health care information to other health care professionals, for the purpose of treatment, payment or health care operations. (*examples*)

- Upon occasion, it may be necessary to seek consultation regarding your condition from other health care providers associated with this practice.”
- “It is our policy to provide a substitute health care provider, authorized by this practice, to provide assessment and/or treatment to our patients, without advanced notice, in the event of your primary health care provider’s absence due to vacation, sickness, or other emergency situation.”

### Payment

We may disclose your health information to your insurance provider for the purpose of payment or health care operations. (*examples*)

- “We may submit an itemized billing statement to your insurance company for the purpose of payment to this practice for health care services rendered.”
- “When you pay for your health care services personally, we will provide an itemized billing 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

We may disclose your health information as necessary to comply with State Workers’ Compensation Laws.

### Emergencies

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care, about your medical condition or in the event of an emergency or of your death.

### Public Health

As required by law, we 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

We may disclose your health information in the course of any administrative or judicial proceeding.

### Law Enforcement

We 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. We may disclose your health information to coroners or medical examiners.

### 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.

### Specialized Government Agencies

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

### Contact

We may contact you on your home, office or cell phone number. If you are not available when we call, we will leave a message on your voicemail/answering machine unless you instruct us otherwise. 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.

### 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 this practice 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 understand that email is not private and may be intercepted, if you request contact via email. You have a right to request that this practice amend your protected health information. Please be advised, however, that this practice 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 this practice. You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.

### Changes of this Notice of Privacy Practices

This practice 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, this practice is required by law to comply with this Notice. This practice 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. Alice Holm Ogawa.

### Complaints

**Complaints about your privacy rights or how this practice has handled your health information should be directed to Dr. Alice Holm Ogawa or Dr. Ryoichi Ogawa.** 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