**Acupuncture With Ease**

**NOTICE OF PATIENT INFORMATION PRACTICES**

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED OR DISCLOSED AND HOW YOU CAN GET ACCESS TO INFORMATION. PLEASE REVIEW IT CAREFULLY.

**USES AND DISCLOSURES OF HEALTH INFORMATION**

Acupuncture With Ease uses your personal health information and may disclose this information primarily for providing treatment and continuity of care; obtaining payment for treatment; conducting internal administrative activities and evaluating the quality of care that we provide. Acupuncture With Ease may use your personal health information to contact you to provide appointment reminders, or provide information about treatment alternatives or other health related benefits that could be of interest to you.

Acupuncture With Ease may also use or disclose your personal health information without prior authorization for public health purposes, for auditing purposes, for research studies and for emergencies. We also provide information when required by law.

In any other situation, Acupuncture With Ease’s policy is to obtain your written authorization before disclosing your personal health information. If you provide us with a written authorization to release your information for any reason, you may later revoke that authorization to stop future disclosures at any time.

Acupuncture With Ease may change its policy at any time. When changes are made, a new Notice of Information Practices will be posted to you on your next visit. You may also request an updated copy of our Notice of Information Practices at any time.

**PATIENT’S INDIVIDUAL RIGHTS**

You have the right to review or obtain a copy of your personal health information at any time. You have the right to request that we correct any inaccurate or incomplete information in your records. You also have the right to request a list of instances where we have disclosed your personal health information for reasons other than treatment, payment or other related administrative purposes.

You may also request in writing that we not use or disclose your personal health information for treatment, payment and administrative purposes except when specifically authorized by you, when required by law or in emergency circumstances. Acupuncture With Ease will consider all such requests on a case by case basis, but the practice is not legally required to accept them.

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