

NOTICE TO CLIENTS - PRIVACY PRACTICES

Effective January 1, 2016.

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.

The following are the confidentiality and privacy practices of **Julie A Lough, LMP** (hereafter known as “the clinic”),

Client Rights

Clients may request, in writing, restrictions on records - limiting the way we use or disclose their medical information for treatment, payment, or healthcare operations or limiting access to their information by someone who is involved in their care. If the request is reasonable and legal we will agree to the request and honor the restriction.

Clients may request, in writing to view or obtain a copy of their records. The client may request that corrections be made if they identify errors or mistakes. Access to records will be made during regular business hours within 30 days of receipt of written request and a fee may be charged for copying and sending requested records. Requested records are sent standard US Mail unless the client requests them to be sent via express mail (again at client's expense).

Clients may receive a paper copy of this notice for their records at any time.

A client may, at any time, revoke, in writing, permission to use or disclose medical information. If permission is revoked, medical information will no longer be used or disclosed for the reasons covered by the initial written authorization. That said, the client understands that the clinic is unable to take back any disclosures that were made with permission given prior to a written revocation and that in any event the clinic is required to retain records of the care that was provided.

Use of Records

Client records are used to document client health and treatment session information. All records when not in use are maintained in a locked file secured in the office.

Client records are used to provide treatment services. Client treatment records may be shared with primary care doctors, nurses, health care technicians, or other authorized personnel who are involved in patient health care

Client information may be used for effective and efficient operational purposes

Disclosure of Records

Client records and information is only released to anyone outside of the clinic with written authorization from the client unless compelled or required by federal, state or local laws or regulations (such as court order, subpoena, warrant, summons, discovery request, or other lawful process).

Client records and information are provided to third party payers identified by the client and only as necessary to facilitate insurance billing and payment needs.

Client information may be disclosed when necessary to prevent a serious threat to client health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent the threat from materializing.

Client medical information may be disclosed for public health activities if and only if required by law. These activities generally include the following:

- To prevent or control disease, injury or disability;
- To report suspected abuse, neglect or domestic violence to the appropriate government authority;
- To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition.

Client medical information may be disclosed for health oversight agency activities if and only if required by law. These activities are necessary for the government to monitor the healthcare system, government programs, and compliance with civil rights laws.

Activities generally include the following:

- Audits
- Investigations,
- Inspections,
- Licensure

Client information may be released to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law or in connection with providing protective services to the president of the United States or foreign heads of state, if and only if required by law.

Client case information may be discussed with other health care providers only with written permission of the client.

At no time are client records sent electronically (e-mail or fax) to anyone unless specifically requested by the client or if compelled by law.

Changes to this Notice

The clinic reserves the right to change the terms of this notice at any time. The clinic reserves the right to apply revisions or changes to this notice effective for medical information already on file as well as any information received in the future. A copy of the current notice will be posted at the clinic office for patient review. The notice will contain the effective date at the top of the first page.

Privacy Officer Contact Information

If questions or concerns arise about this notice or client privacy rights, or to file a complaint, please contact the Privacy Officer

Julie A Lough, LMP, Privacy Officer
7127 196th St SW, Lynnwood. WA 98036
loughja@hotmail.com
425-344-5571

If concerns or complaints cannot be resolved directly, clients may file a complaint with the Secretary of the Department of Health and Human Services (DHHS). There is no penalty for filing a complaint.

Receipt and Permission

I (please print)_____ have received, read and understand this policy as it relates to receiving massage from Julie A Lough, Licensed massage practitioner. By signing below I authorize /grant permission for the clinic to use and disclose my health information in accordance with this notice.

Signed_____ Date:_____
