



## Soaring Crane Natural Health Center

209 W Cedar Ave. Palmer, AK 99645. 907.745.3999. soaringcraneclinic.com

### Notice of Privacy Practices

Soaring Crane Natural Health Center is a **non-covered entity** for purposes of complying with the HIPPA regulations, as we do not transmit information electronically for billing purposes. We continue our strict privacy requirements that are already in place however, and will proceed with due caution with any future uses or release of your private information.

The Health Insurance Portability & Accountability Act of 1996 (HIPPA) is a federal program that requires covered entities to keep patient information confidential and provides the means for you to understand and control how your health information is used. By law, your medical records information can be used for three purposes, as follows:

1. Treatment-we can use your current record to carry out your medical treatment in-house. Example: discussing your information with a referral physician.
2. Payment-allows the release of information for different financial transactions. Examples: sending office notes to insurance payers so that they will process benefits to you, or other billing activities.
3. Healthcare Operations-allows us to conduct quality assessments and improve our health-care activities and customer service. Also allows us to call you by name in the reception room and to disclose your protected health information, as necessary, to contact you for appointment reminders, treatment alternatives or other health-related information that would be of interest to you.

Soaring Crane Natural Health Center may use or disclose your protected health information as follows without your authorization as required by law: Public health issues, communicable diseases, health oversight, abuse or neglect situations; FDA requirements; legal proceedings, law enforcement, coroners, funeral directors and organ donation; research; criminal activity; military activity and national security; Worker's Compensation and inmates.

**All other disclosures will require your written authorization before the information will be released.** You may revoke such authorization in writing and no further releases will be made without obtaining new written authorization allowing Soaring Crane Clinic to again release your personal health information. We will not disclose your private health information to family members, other relatives, close personal friends, or any other person unless specifically authorized by you, in writing.

You have the right to access your medical records information at any time. A written request to see your records must be submitted to Soaring Crane Natural Health Center. You may obtain information of any disclosures of your protected health information. All communications from our office will be confidential and protected from disclosure to the best of our ability.

Please advise the doctors or staff of Soaring Crane Natural Health Center if you feel your rights have been violated. There will be no retaliation for registering such a complaint.

Your signature below acknowledges that you have received a copy of the Notice of Private Practices.

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Patient Signature (or responsible party)

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Date