

## Notice of Privacy Policies

This office is dedicated to providing service with respect for human dignity. Protecting your privacy and healthcare information is fundamental in the course of our relationship. This notice will remain in effect until it is replaced or amended by changes in law.

### Personal information and health information is gathered in several ways:

- Information we receive from you
- Information we receive from other healthcare providers
- Information we receive from third party payers

This information is used for treatment, payment, and healthcare operations. You should be aware that during the course of our relationship we will likely use and disclose health information about you for your treatment, payment, and healthcare operations.

You may specifically authorize us to use Protected Health Information for any purpose or to disclose our health information by submitting the authorization in writing. Such disclosures of your Protected Health Information will be made to any personal representation of your choice.

### Marketing

This office will not use your health information for marketing communications without your written authorization. This office may send birthday cards, newsletters and appointment reminders by phone, postcard, email or letter.

### Disclosure

This office may use or disclose your Protected Health Information when required by law.

### Patient Rights

1. Upon written request you have the right to access, review or receive copies of your healthcare records.
2. Upon written request you have the right to receive a list of items this office disclosed about your healthcare information.
3. You have the right to request that this office place additional restrictions on disclosure of your Protected Health Information.
4. You have the right to request that we amend your Protected Health Information. This request must be in writing.
5. You have a right to receive all notices in writing.

If you have any questions, complaints or would like more information please contact this office.

Contact: Victoria Segal, L.Ac. - Jade and Cinnabar Acupuncture and Oriental Medicine

Address: 17 Hanover Road, suite 230, Florham Park, NJ 07932

Phone: 973. 476.2865

E-mail: vicsegal@gmail.com

If desired, you may send a written complaint to the US Department of Health and Human Services at:

DHHS (Office of Civil Rights)

200 Independence Avenue S.W. Room 509 F HHH Building, Washington, DC 20201

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## Acknowledgement of Receipt of Notice of Privacy Policies

I, \_\_\_\_\_ have read, reviewed, understand and agree to the statement of the Privacy Policy for healthcare services in this office.

Patient's Signature \_\_\_\_\_

Date \_\_\_\_\_