



## Mossop Acupuncture

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### **Notice of Privacy Practices** (effective 09/01/2016)

The information provided below describes how medical information about you may be used and/or disclosed, and how you may have access to this information. This document should be reviewed carefully. You will be provided with a copy of this notice to retain for your own files.

I respect your privacy and understand that your medical information is personal and sensitive. Moreover, I am required by law to make sure that medical information that identifies you is kept private. This Notice of Privacy Practices describes how we may use or disclose your protected health information at our clinic. We are required to give you this notice of our legal duties and abide by the terms of this notice, however, we may change our notice at any time. Please note that any new notice adopted will be effective for all protected health information maintained at the time of change. You will not be notified individually if a change is made to our notice; however, upon request, we will provide you with a copy of our current notice. You may always obtain a copy of our current notice by any of the following means:

1. Contacting our office by mail or by phone at the address and phone number listed below.
2. Asking for a copy at the time of your next visit.

In order to maintain the level of service you expect from my practice, we may need to share limited personal medical and financial information with your insurance company, Worker's Compensation, your employer (in the case of Worker's compensation), or with other medical practitioners that you authorize.

In the process of administering your health care, I gather and maintain information that may include non-public personal information including:

- Information about financial transactions with this office.
- Medical history, treatment notes, and test results.
- Any correspondence, paper or electronic, including documented phone conversations, to or from other healthcare practitioners.

I make every effort to safeguard your privacy information including:

- Limiting access to areas where information is stored.

- Implementing policies and procedures for the handling of information.
- Legal requirements for the handling of private information.

If you have questions regarding this notice, please contact Hannah Mossop:

Phone: 518 859-3697

Email: [mossopacupuncture@gmail.com](mailto:mossopacupuncture@gmail.com)

