

## NOTICE OF PRIVACY PRACTICE

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

Three Moons Wellness is required, by law, to maintain the privacy and confidentiality of your protected health information and to provide our patients with notice of our legal duties and privacy practice with respect to you protected health information.

### **Disclosure of Your Health Care Information**

We may disclose your health care information to other healthcare professionals within our Three practice for the purpose of treatment, payment or healthcare operations. Example.

*“As a courtesy to our patients, we will submit an itemized billing statement to your insurance carrier for the purpose of payment to Three Moons Wellness for health care services rendered. If you pay for your health care services personally, we will, as a courtesy, provide you with an itemized billing statement to send to your insurance carrier for the purpose of reimbursement to you. The billing statement contains medical information, including diagnosis, date of injury, or condition, and codes which describe the health care services received.”*

### **Worker’s Compensation**

We may disclose your health information as necessary to comply with State Worker’s Compensation Laws.

### **Emergencies**

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care about your medical condition or in the event of an emergency or of your death.

### **Public Health**

As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting to the Food and Drug Administration (FDA) problems with products and reactions to medications, and reporting disease or infecting exposure.

### **Judicial and Administrative Proceedings**

We may disclose your health information in the course of any administrative or judicial proceeding.

### **Law Enforcement**

We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena, and other law enforcement purposes.

### **Deceased Persons**

We may disclose your health information to coroners or medical examiners.

### **Organ Donation**

We may disclose your health information to organizations involved in procuring, banking, or transplanting organs and tissues.

### **Research**

We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Boards.

### **Public Safety**

It may be necessary to disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.

### **Specialized Government Agencies**

We may disclose your health information for military, national security, prisoner an government benefits purposes.

### **Marketing**

We may contact you for marketing purposes or fundraising purposes, as described below. Example.

*“As a courtesy to our patients, it is our policy to, as needed, call your home on the evening prior to your scheduled appointment to remind you of your appointment date and time. If you are not home, we leave a reminder message on your answering machine or with the person answering the phone. No personal health information will be disclosed during this recording or message other than the date and time of your scheduled appointment along with a request to call our office should you need to cancel or reschedule your appointment.*

*It is our practice to participate in charitable events/fundraisers to raise awareness, food donations, gifts, monies, etc. During these times, we may send you a letter, post card, invitation, email, or call your home to invite you to participate in such events. We will provide you with information about the type of activity, the dates and times, and request your participation in said event. It is not our policy to disclose any personal health information about your condition for the purpose of Three Moons Wellness sponsored fund-raising events.”*

### **Change of Ownership**

In the event that Three Moons Wellness is sold or merged with another organization, your health information/records will become the property of the new ownership.

### **Your Health Information Rights**

- You have the right to request restrictions of certain uses and disclosures of your health information. Please be advised, however, that Three Moons Wellness is not required to agree with the restriction that you request.
- You have the right to have your health information received or communicated through an alternative method to sent to an alternative location other than the usual method of communication or delivery, upon your request.
- You have the right to inspect and copy your health information.
- You have the right to request that Three Moons Wellness amend your protected health information. Please be advised, however, that Three Moons Wellness is not required to agree to amend your protected health information. If your request to amend your health

information has been denied, you will be provided with an explanation of our denial reason (s) and information about how you can disagree with the denial.

- You have a right to receive an accounting of disclosures of your protected health information made by Three Moons Wellness.
- You have a right to a paper copy of this Notice of Privacy at any time upon request.

**Changes to this Notice of Privacy Practices**

Three Moons Wellness reserves the right to amend this Notice of Privacy at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, Three Moons Wellness is required by law to comply with this notice.

Three Moons Wellness is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practice with respect to your health information. If you have questions about any part of this notice or if you want more information about your privacy rights, please contact Akhil Kumar Kaplan by calling this office at 802-496-6600. If Akhil Kumar Kaplan is not available, you may make an appointment for a personal conference in person or by telephone within 2 business days.

**Complaints**

Complaints about your Privacy Rights, or how Three Moons Wellness has handled your health information should be directed to Akhil Kumar Kaplan by calling this office at 802-496-6600. If Akhil Kumar Kaplan is not available, you may make an appointment for a personal conference in person or by telephone within 2 business days. If you are not satisfied with the manner in which this office handles you complaint, you may submit a formal complaint to:

DHHS, Office of Civil Rights  
200 Independence Avenue, S.W.  
Room 509F HHH Building  
Washington, D.C. 20201

This notice is effective as of 11/4/11.

I have read the Privacy Notice and understand my rights contained in this notice.

By way of my signature, I provide Three Moons Wellness with my authorization and consent to use and disclose my protected health care information for the purposes of treatment, payment and health care operations as described in the Privacy Notice.

\_\_\_\_\_  
Patient's Name (print)

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Facility Signature

\_\_\_\_\_  
Date