

## Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW AMY NORTON L.Ac., IS REQUIRED, BY LAW, TO MAINTAIN THE PRIVACY AND CONFIDENTIALITY OF YOUR PROTECTED HEALTH INFORMATION AND TO PROVIDE PATIENTS WITH NOTICE OF OUR LEGAL DUTIES AND PRIVACY PRACTICES WITH RESPECT TO YOUR PROTECTED HEALTH INFORMATION.

### Disclosure of Your Health Care Information

#### Treatment

We may disclose your health care information to other healthcare professionals within our practice for the purpose of treatment, payment, or healthcare operations. It's our policy to provide a substitute healthcare provider, authorized by Amy Norton L.Ac., to provide assessment and/or treatment to our patients, without advanced notice, in the event of your primary healthcare provider's absence due to vacation, sickness, or other emergency situations."

#### Payment

We may disclose your health information to your insurance provider for the purpose of payment or health care operations. If payment is not made as arranged, our office may utilize an outside collection agency or other means of collecting outstanding debt. The designated collection agency or authority may review your file containing protected health care information.

#### Worker's Compensation

If applicable, we may disclose your health information as necessary to comply with the state Workers' Compensation Laws

#### Emergencies

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for you, 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 problems with products and reactions to medications; and reporting disease or infection exposure.

#### Judicial and Administrative Proceedings

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

#### 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 and Research

Though highly unlikely or probable, we must inform you that there may be a need to release your health information to organizations involved in procuring, banking, or transplanting organs and tissues, or to researchers conducting research that has been approved by an Institutional Review Board.

#### Your Health Information Rights

You have the right to request restriction on certain uses and disclosures of your health information. If services are paid in full by cash, you may restrict that information to any insurer for purposes other than treatment. You have the right to have your health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication, or sent to an alternative location other than the usual method of communication or delivery, upon your request. You have the right to request that we 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 the right to receive an accounting of disclosures of your protected health information by Amy Norton L.Ac.

You have the right to a paper copy of this Notice of Privacy Practices at any time upon request.

#### Changes to this Notice of Privacy Practices

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

#### Complaints

Complaints about your privacy rights or how Amy Norton L.Ac., has handled your health information should be directed to Amy Norton L.Ac., by calling this number (970) 584-0864. If Amy is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days.

If you are not satisfied with the manner in which Amy Norton L.Ac., handled your complaint, you may submit a formal complaint to:

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

For Additional Information About Your Privacy Please Visit:  
[www.hcfa.gov/medicaid/hippa](http://www.hcfa.gov/medicaid/hippa)

Please feel free to request a copy for your records.