



INTOUCH

NOTICE OF PRIVACY PRACTICES

THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT JORDANNA DWORKIN'S PRIVACY PRACTICES IN THE CLINICAL SETTING. IT DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GAIN ACCESS TO SUCH INFORMATION. PLEASE REVIEW IT CAREFULLY.

1. What is this notice?

To run her practice, Jordanna Dworkin L.Ac. must collect, maintain and use non-public personal information on patients she provides services to. She considers this information private and confidential and implements policies and procedures to protect the information against unlawful use and disclosure. This notice describes the type of information she collects, explains when and to whom she may disclose it, and provides you with additional important information concerning her legal duties and privacy practices. It also describes your rights to access and control your non-public personal information (NPI).

Jordanna Dworkin, L.Ac. is required to abide by the terms of this notice. However, she may modify the terms of this notice at any time, and the new notice will be effective for all NPI in her possession at the time of the change, and may be created or received thereafter.

Information that Jordanna Dworkin, L.Ac. collects, uses, and maintains on you is protected by Federal and State laws: the Health Insurance Portability and Accountability Act (HIPAA). Ms. Dworkin does not disclose NPI to anyone, except with your authorization or otherwise permitted by law.

If you believe your privacy rights under the Health Insurance Portability and Accountability Act (HIPAA) have been violated, you can submit a written complaint to Jordanna Dworkin, L.Ac. You may also complain to the Secretary for Health and Human Services if you believe your privacy rights have been violated. There will be no retaliation for filing a complaint.

2. What is "non-public personal information" (NPI)?

Non-public personal information (NPI) is information that identifies you as an individual and relates to your participation in treatment, your physical or mental health/condition, the provision of treatment or healthcare to you or payment to Jordanna Dworkin, L.Ac. for the provision of services provided to you.

3. How does Jordanna Dworkin, L.Ac. protect NPI?

Jordanna Dworkin, L.Ac. maintains physical and procedural safeguards to protect your information against unauthorized access and use.

4. How does Jordanna Dworkin, L.Ac. use NPI and for what purposes?

Here are some examples of what Ms. Dworkin does with the information she collects and the reasons it might be used:

Treatment: Jordanna Dworkin, L.Ac. may use information about you to provide medical treatment and services to you. Information obtained will be recorded in a protected file and used to determine your course of treatment.

Payment: Jordanna Dworkin, L.Ac. may use and disclose NPI so that treatment and services you receive may be billed to and payment collected from you or a third party, such as a family member.



INTOUCH

5. What uses and disclosures do not require your authorization?

Jordanna Dworkin, L.Ac. may use and disclose NPI without your authorization for the following purposes:

Business Associates: Jordanna Dworkin, L.Ac. may contract external individuals and organizations that perform business services for her such as management consultants, accountants, or attorneys. In certain circumstances, she may need to share your information with a business associate in order to perform a service on your behalf. Jordanna Dworkin, L.Ac. will limit the disclosure of information to a business associate to the minimum amount of information necessary. In addition, Ms. Dworkin will have a written contract in place with the business associate requiring that individual to protect the privacy of your information.

As Required by Law: Jordanna Dworkin, L.Ac. will disclose NPI when required to do so by federal, state, or local law.

Public Health Activities/Risks: Jordanna Dworkin, L.Ac. may disclose NPI to public health authorities that are authorized by law to collect information for the purpose of:

- Reporting child abuse or neglect
- Preventing or controlling disease, injury, or disability
- Notifying a person regarding potential exposure to communicable diseases
- Notifying a person regarding the potential risk for spreading or contracting a disease or condition
- Reporting reactions to drugs or problems with products or devices
- Notifying individuals of a product or device that has been recalled
- Notifying appropriate government agencies and authorities regarding the potential abuse or neglect of an adult patient (including domestic violence)
- Notifying your employer under limited circumstances related primarily to workplace injury, illness, or medical surveillance

Health Care Oversight Activities: Jordanna Dworkin, L.Ac. may disclose NPI to a health oversight agency for activities authorized by law. Oversight activities can include: investigations, inspections, audits, surveys, licensure and disciplinary actions, civil administrative and criminal procedures or actions, or other activities necessary for the government to monitor compliance with civil rights laws and the health care system in general.

Lawsuits and Disputes: Jordanna Dworkin, L.Ac. may disclose NPI in response to a court or administrative order, if you are involved in a lawsuit or similar proceeding. She may also disclose your NPI in response to a discovery request, subpoena, or other lawful process by another party involved in the dispute, but only if she has made an effort to inform you of the request or to obtain a court order protecting the information the party has requested.

Law Enforcement: Jordanna Dworkin, L.Ac. may disclose NPI if asked to do so by a law enforcement official as part of law enforcement activities; in investigations of criminal conduct or of victims of crime; in emergency situations to report a crime (including the location or victim(s) of the crime, or the description, identity, or location of the perpetrator); or when required to do so by law.

Serious Threats to Health or Safety: Jordanna Dworkin, L.Ac. may use and disclose your NPI when necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. Under these circumstances, she will only make disclosures to a person or organization able to help prevent the threat.

Military: Jordanna Dworkin, L.Ac. may use and disclose NPI if you are a member of the United States or foreign military forces (including veterans) and if required by the appropriate military command authorities.



INTOUCH

Protective Services for the President, National Security, and Intelligence Activities: Jordanna Dworkin, L.Ac. may use and disclose NPI to federal officials for intelligence and national security activities authorized by law. Ms. Dworkin may disclose your NPI to federal officials in order to protect the President, other officials or foreign heads of state, or to conduct investigations.

Worker's Compensation: Jordanna Dworkin, L.Ac. may release NPI for worker's compensation or similar programs.

6. What uses and disclosures of NPI require your authorization?

Individuals Involved in Your Care or Payment for Your Care: Jordanna Dworkin, L.Ac. may release NPI to a friend or family member identified by you, that is helping you pay for your treatment or who assists in taking care of you.

7. What are the rights governing the information that Jordanna Dworkin, L.Ac. collects, uses, and maintains on you?

The Right to Inspect and Copy: You have the right to inspect and obtain a copy of your NPI that Ms. Dworkin maintains and has in her possession, including treatment records and billing records. If you request copies, Jordanna Dworkin, L.Ac. will charge you a fee for the costs of copying, mailing, and labor and supplies associated with your request. To inspect and copy your NPI, you must submit your request in writing.

The Right to Amend or Correct NPI: If you feel that the NPI Ms. Dworkin has about you is not correct or incomplete, you may ask her to correct or amend the information. You have the right to request an amendment for as long as the information is kept (seven years) by her. All requests for amendments must be submitted in writing. Additionally, you must provide a reason that supports your request.

Jordanna Dworkin, L.Ac. reserves the right to deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, she may deny your request if you ask her to amend information that:

Was not created by Ms. Dworkin

Is not part of the medical information kept by Ms. Dworkin

Is not part of the information which you would be permitted to inspect and copy

Is accurate and complete

The Right to Accounting Disclosures: An accounting of disclosures is a list of disclosures Jordanna Dworkin, L.Ac. has made, if any, of your NPI.

You have the right to request an accounting of disclosures made by Ms. Dworkin. This right applies to the disclosures for purposes other than those made to carry out treatment, payment and health care operations as described in this notice. It also excludes communications of NPI made to you or disclosures authorized by you.

Your request must be made in writing and state a time period that cannot be longer than six years. Jordanna Dworkin, L.Ac. may charge you for the cost of providing a list. She will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

The Right to Receive Communications of NPI by Alternative Means or at Alternative Locations: You have the right to request that Jordanna Dworkin, L.Ac. communicates with you about your treatment and related issues in a particular manner or at a certain location. For example, you may request that she contact you at work rather than at home. Ms. Dworkin will accommodate all reasonable requests made in writing.



INTOUCH

The Right to Request Restrictions: You have the right to request a restriction or limitation on the NPI Ms. Dworkin uses or discloses about you for treatment, payment, or health care operations as described in this notice. You also have the right to request a limit on the treatment information Jordanna Dworkin, L.Ac. discloses about you to someone who is involved in your care or the payment for your care, such as a friend or family member.

Jordanna Dworkin, L.Ac. is not required to agree to your request; however, if she agrees, Ms. Dworkin will comply with your request until she receives notice from you that you no longer wish to apply the restriction.

Any request for a restriction on the use and disclosure of your NPI must be made in writing. Your request must describe in a clear and concise manner: (a) the information you wish restricted; (b) whether you are requesting to limit use, disclosure, or both; and (c) to whom you want to limits to apply.

The Right to Provide an Authorization for Other Uses and Disclosures: Jordanna Dworkin, L.Ac. will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law. Any authorization you provide to Ms. Dworkin regarding the use and disclosure of your NPI may be revoked at any time in writing. After you revoke your authorization, she will no longer use or disclose your NPI for the purposes described in the authorization.

The Right to Obtain a Paper Copy of This Notice: You have the right to obtain a paper copy of this notice of privacy practices at any time.

JORDANNA DWORKIN, L.Ac. NOTICE OF PRIVACY PRACTICES

My signature below indicates that I have read and agree to the terms and conditions as stated in the Notice of Privacy Practices. I have also been informed that if I require additional information about this notice, then I may call the HIPAA Office at: 1-866-627-7748.

PATIENT NAME:

PATIENT SIGNATURE:

DATE: