

Sheehan Chiropractic Services

Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please read it carefully.

Sheehan Chiropractic Services is required to maintain the privacy and confidentiality of your protected health information, and to provide our 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. For example:

“On occasion, it may be necessary to seek consultation regarding your condition from other health care providers associated with Sheehan Chiropractic Services.”

“It is our policy to provide a substitute health care provider, authorized by Sheehan Chiropractic to provide assessment and/or treatment to our patients, with advanced notice, when possible, in the event of your primary health care provider’s absence due to vacation, sickness, or other emergency situation.”

Payment

We may disclose your health information to your insurance provider for the purpose of payment or health care operations. The billing statement contains medical information, including diagnosis, date of injury or condition, and codes which describe the health care services received.

Workers Compensation

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

Emergencies

As required by law, 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

We may disclose you health information to public health authorities for purposes relating to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting elder abuse, domestic violence, or to the FDA regarding food or drug reactions and reporting disease or infection exposure.

Judicial and Administrative proceedings:

We may disclose you 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 or tissues.

Research

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

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 Governmental Agencies

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

Marketing

We may contact you as described below:

Calls: message’s left 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 if you need to cancel or reschedule your appointment.

It is our practice to participate in charitable events, food donations, “Patient Appreciation Day” etc. During these times we may send you a letter, postcard, invitation or call your home to invite you to participate in the charitable activity. We will provide you with information about the type of activity, the dates, and the times, and request your participation in such event. It is not our policy to disclose any personal health information about your condition for the purpose of Sheehan Chiropractic sponsored fund-raising events.

Change of ownership

In the event that Sheehan Chiropractic is sold or merged with another organization, your health information or record, will become the property of the new owner.

Your Health Information Rights

- You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised that Sheehan Chiropractic is not required to agree to the restriction that you requested.
- 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 delivery, upon your request.
- You have the right to inspect and copy your health information.
- You have the right to request that Sheehan Chiropractic amend your protected health information. Please be advised that Sheehan Chiropractic 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 your denial reasons 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 made by Sheehan Chiropractic.
- You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.

Changes to this Notice of Privacy practices

Sheehan Chiropractic is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices.

Sheehan Chiropractic has the right to amend this Notice of Privacy Practice but until such amendments take place, Sheehan Chiropractic is required by law to comply with this Notice.

If you have any questions about any part of this notice please call 415-681-1031 and speak to Dr. Laura Sheehan or make an appointment within 2 working days to have a personal conference.

Complaints about your privacy rights or how Sheehan Chiropractic handled your health information can be directed to Laura Sheehan at 415-681-1031.

I have received and read this Privacy Notice and sign this in acknowledgement _____

On this day_____.