

Notice of Patient Privacy Policy

An individual has a right to adequate notice of the uses and disclosures of PHI (Personal Health Information) that may be made by Eatonton Center and of the individual's rights and the Eatonton Center's legal duties with respect to PHI.

- We will provide in paper format unless the patient agrees to accept it electronically (such as e-mail)
- The NPP (Notice of Patient Privacy Practices) will also be posted on the Web site (eatontonchiro.com)
- Minimum necessary (general). We will limit releases of PHI to the "minimum necessary" to accomplish the purpose of the disclosure (except for treatment purposes).

Minimum necessary standards define the use and disclosure of PHI. We will make "reasonable efforts" to limit use and disclosure to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request.

This standard does not apply to disclosures between providers for treatment purposes. Nor does it apply to the exchange of information between providers and health plans for treatment, payment, or healthcare operations. Our sending the PHI determines the minimum necessary. Thus, the privacy rule allows providers and health plans (not the patients) to define the minimum necessary.

Implementation specifications include:

1. We will not disclose the entire medical record to meet a request —unless treatment-based or required by law — if a portion of the record will suffice.

Patient right to access health information

Upon written or verbal request, the patient will be able to review his/her health information within a period of 24 hours after the request. Files in this office are maintained a minimum of 5 years if the patient is no longer an active patient. Copies will also be available to be picked up by the patient or an authorized representative.

Patients have the right to request amendment of their health information if deemed appropriate. The patient has the right to complain, either verbally or in writing to the doctor concerning policies and procedures. Patients also have the right to complain to the U.S. Department of Health and Human Services if needed. Please see <http://www.hhs.gov/ocr/privacy/hipaa/complaints/> for details.