

## **Garden Acupuncture Protects Your Health Information and Privacy**

Dear Respected Patient,

This notice describes our office's policy for how medical information about you may be used and disclosed, how you can get access to this information, and how your privacy is being protected.

In order to maintain the level of service that you expect from our office, we may need to share limited personal, medical, and financial information with your insurance company, other medical practitioners that you authorize, and Worker's Compensation. Your employer will need notification as well for all Worker Compensation claims.

### ***Safeguards in place at Garden Acupuncture:***

- Limited access to facilities where information is stored.
- Policies and procedures for handling information.
- Requirements for third parties to contractually comply with privacy laws.
- All medical files and records (including email, regular mail, telephone, and faxes sent) are kept on permanent file.

### ***Types of information that we gather and use:***

In administrating your health care, we gather and maintain information that may include nonpublic personal health information.

- About your financial transactions with Garden Acupuncture.
- From your medical history, treatment notes, all test results, and any letters, faxes, emails or telephone conversations to or from other health care practitioners.
- From health care providers, insurance companies, workman's compensation and your employer, and other third party administrators (e.g. requests for medical records, claim payment information).

We value our relationship, and respect your right to privacy. If you have any questions about our privacy guidelines, please contact us.

Sincerely,

Garden Acupuncture  
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Brooklyn, NY 11215  
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