

Privacy Notice Summary

1. We understand that medical information about you is personal and we are committed to protecting medical information about you.
2. Our clinic employees are committed to protecting your personal health information and privacy.
3. We will use the information you provide to create records of your care and treatment required for billing of your insurance and by the laws of the Kansas Healing Arts Board.
4. We will safeguard your information and share it only with those who are entitled to know. We will obtain your permission for any other use or disclosure.
5. You may ask to see, or for a copy fee, obtain a copy of your file information.
6. If we have failed to maintain your privacy of your information you may file a formal complaint. For more details, please read this Privacy Notice.

Privacy Notice

**THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AND HOW YOU CAN GET ACCESS TO THAT INFORMATION.
PLEASE READ THIS INFORMATION CAREFULLY.
IF YOU HAVE ANY QUESTIONS PLEASE REQUEST OUR PRIVACY OFFICER.**

This Clinic provides health care to our patients in partnership with physicians in our group and other professionals involved in your care. Our Privacy Policy extends to:

- Any health care professional who treats you at any of our locations.
- All departments of our organization.
- All staff, student doctors or preceptor doctors.
- Any business associate or partner of this clinic with whom we need to share your health information.

We are required by law to:

- Keep medical and health information about you private.
- Provide you this notice of our legal duties and privacy practices regarding medical information about you.
- Follow the most stringent state or federal law.
- Abide by our currently published Privacy Notice.

We may change our policies at any time. Changes will apply to medical information that we already have. Before we make a significant change to our policies, we will change our notice and post the new notice in waiting areas, exam rooms and if applicable on our Web site. You can receive a copy of the current notice at any time. You will be offered a copy of the current notice at the time of your initial treatment. You will also be asked to acknowledge in writing you receipt of this notice.

How we may use and disclose health information about you.

1. We may use and disclose medical information about you for:
 - a. Treatment – Sending information about you to another doctor as part of a referral.
 - b. Payment – Sending billing information to your insurance company of Medicare.
 - c. Health Care Operations – Using patient information for improving the quality of care.
2. We may use and disclose medical information about you without your prior authorization for several other reasons. Subject to certain requirements, we may give our medical information for public health purposes, abuse or neglect

reporting, health audits or inspections, funeral arrangements, organ donation, worker's compensation reports, and emergencies. When required by law, information is provided in valid judicial or administrative orders.

3. We may also contact you for appointment reminders, or to tell you about possible treatment options, or alternative health related benefits or services that may be of interest to you.
4. We may disclose medical information about you to a friend or family member who is involved in your medical care or to disaster relief authorities so that your family can be notified of your condition.

Other uses of medical information.

- In any other situation not involving routine care, financial and insurance matters we will ask for your written authorization before using or disclosing medical information about you. If you choose later to revoke an authorization you may notify us in writing of your decision.

Your rights regarding medical information about you.

- In most cases, after you submit a written request you have the right to look at or get a copy of medical information that we use to make decisions about your care. We may charge a fee for the cost of copies and mailing supplies. If we deny your request to review or obtain copies, you may submit a written request for a review of that decision.
- If you believe that information in your record is incorrect or incomplete, you have the right to request that we correct the records, by submitting a request in writing that provides your reason for the amendment. We could deny your request if the information was not created by us; if it is not part of the information maintained by us; or if we determine that the record is accurate. With a written request, you may appeal any decision by us to not amend a record.
- You have the right to a list of instances where we have disclosed medical information about you, which was not for treatment, payment, health care operations or where you specifically authorized a disclosure. The written request must state the time period desired for the accounting, which must be less than a six (6) year period starting April 14, 2003. The first disclosures list request in a twelve (12) month period is free; other requests will be charged according to our cost of producing the list. We will inform you of the cost before you incur any costs.
- You may receive a paper copy of this Privacy Notice upon request of our privacy officer.
- You have the right to request that medical information about you be communicated to you in a confidential manner, such as sending mail to an address other than your home, by notifying us in writing of the specific way or location to communicate with you.
- You may request, in writing, that we not use or disclose medical information about you for treatment, payment, or health care operations, or to persons involved in your care except when specifically authorized by you, when required by law or in an emergency. We will consider your request but we are not legally required to accept it. We will inform you of our decision on your request.

All written requests or appeals should be submitted to the Clinic Privacy Officer.

Complaints.

- If you wish to file a complaint because you feel that your privacy rights may have been violated, or you disagree with a decision we made about access to your records, you may contact our Privacy Officer.
- Under no circumstances will you be penalized or retaliated against for filing a complaint.

Dr. Steven P. Kraskow, DC, PA

Chiro+Plus - 5205 E Kellogg Dr, Wichita, KS 67218 - 316.684.0550

InnerWorks - 3425 W Central, Wichita, KS 67203 - 316.946.0990

www.anaturalhealingcenter.com

Effective date: April 14, 2003