



# Chinese Acupuncture and Herbology Clinic

Asheville Hendersonville Waynesville

## Notice Of Privacy Policies

*The Chinese Acupuncture and Herbology Clinic* is dedicated to providing service with respect for human dignity. Protecting your privacy and healthcare information is fundamental in the course of our relationship. Outlined here are policies we follow and rights to which you are entitled, according to North Carolina law.

We gather personal and health information in several ways:

- Information we receive from you
- Information we receive from other healthcare providers
- Information we receive from third party payers

This information is used for treatment, payment and healthcare operations. Please be aware that during the course of our relationship we will likely use and disclose protected health information (PHI) about you for these treatment, payment, and healthcare operations. PHI is identifying information about your past and present physical or mental health condition.

You may specifically authorize us to use PHI for any purpose or to disclose the health information we have about you by submitting the authorization in writing. Such disclosures will be made to any personal representative you choose.

### **Marketing**

The Chinese Acupuncture Clinic will not use your health information for marketing communications without your written authorization. We may send newsletters and appointment reminders, by calls, post cards or letters, unless otherwise advised by you.

### **Disclosure**

The Chinese Acupuncture Clinic may use or disclose your Protected Health Information when required by law.

### **Patient Rights**

1. Upon written request you have the right to access, review or receive copies of your healthcare records.
2. Upon written request you have the right to receive a list of items this office disclosed about your healthcare information.
3. You have the right to request that this office place additional restrictions on disclosure of your Protected Health Information.
4. You have the right to request that we amend your Protected Health Information; the request must be in writing.
5. You have a right to receive all notices in writing.

*The Chinese Acupuncture and Herbology Clinic* maintains patient sign-in sheets that are visible and accessible to patients, staff and others who may enter the office.

If you have questions, complaints or want more information, please contact Jason Clark at our clinic in Asheville. If you wish to make a formal complaint, send it to:

U.S. Department of Health and Human Services  
DHHS (Office of Civil Rights)  
200 Independence Avenue SW  
Room 509F HHH Building  
Washington DC 20201

[ashevilleacupuncture.com](http://ashevilleacupuncture.com)

369 Montford Avenue Asheville NC 28801 828.258.9016

442 Walnut Street Waynesville NC 28786 828.452.9699 206 Chadwick Avenue Hendersonville NC 28792 828.698.3335