

Notice of Privacy Practices

Our Clinic Protects Your Health Information and Privacy

This notice of privacy practices describes our office policy on 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 or employer for medical flex spending, or with other medical practitioners that you authorize. We will not share information about you, your health or your personal information with third parties without your written authorization.

Safeguards in place at our office include:

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

Types of non-public personal information that we gather and use:

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

Ann Arbor Healing Arts, LLC is subject to all legal requirements and limitations:

- We may release your health information if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons or similar process, subject to all applicable legal requirements.
- We may use and pass on your health information when necessary to prevent a serious threat to the health and safety of yourself, the public or another person.

We respect your right to privacy. If you have questions about our privacy guidelines, please contact us at (734) 761-5402.

Thank you.