

Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

HealthWise chiropractic is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices at HealthWise Chiropractic please contact:

Dr. Jessica Montesano & Dr. Robert Wise
8421-T East 61st Street Tulsa, Oklahoma 74133 (918-461-9490)

Effective Date of this Notice: April 1, 2003

I How HealthWise Chiropractic may use or disclose your health information.

HealthWise Chiropractic collects health information from you and stores it in a chart and on a computer. This is your medical record. The medical record is the property of HealthWise Chiropractic, but the information in the medical records belongs to you. HealthWise Chiropractic protects the Privacy of your health information. The law permits HealthWise Chiropractic to use or disclose your health information for the following purposes.

1. Treatment. Your medical records will be used to provide proper chiropractic treatment.
2. Payment Payment is collected at the time of service. No medical records will be released until bills are paid in full. If filing claims through an insurance company, information may have to be disclosed to ensure payment.
3. Regular Health Care Operations Provide chiropractic treatment.
4. Information provided to you
5. Directory. We may list your name, where you are located in our facilities, your general medical conditions and your religious affiliation in our directory. This information may be provided to members of the clergy. This information, except your religious affiliation, may be provided to other people who ask for you by name. If you do not want us to list this information in our directory and provide it to clergy and others, you must tell us that you object.
6. Notification and communication with your family. We may disclose your health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or in the event of your death. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If

you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.

7. Required by Law. As required by law, we may use and disclose your health information.
8. Public Health. As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting to the Food and Drug Administration problems with products and reactions to medications, and reporting disease or infection exposure.
9. Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.
10. Judicial and administrative proceedings. We may disclose your health information in the course of any administrative or judicial proceeding.
11. Law enforcement. We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with court order or subpoena and other law enforcement purposes.
12. Deceased Person Information. We may disclose your health information to coroners, medical examiners and funeral directors.
13. Organ Donation. We may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues.
14. Research. We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board or HealthWise Chiropractics privacy board.
15. Public Safety. We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.
16. Specialized Government functions. We may disclose your health information for military, national security, prisoner and government benefits <only for health plans> purposes.
17. Workers Compensation. We may disclose your health information as necessary to comply with workers compensation laws.

18. Marketing. We may contact you to provide appointment reminders or to give you information about other treatments or health-related benefits and services that may be of interest to you.
19. Health Plan. We may disclose your health information to the sponsor of your health plan.
20. Change of Ownership. In the event that HealthWise Chiropractic is sold or merged with another organization, your health information/record will become the property of the new owner.

II. When HealthWise Chiropractic may not use or disclose your health information

Except as described in this Notice of Privacy Practices, HealthWise Chiropractic will not use or disclose your health information without your written authorization. If you do authorize HealthWise Chiropractic to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

III. Your Health Information Rights

1. You have the right to request restrictions on certain uses and disclosures of your health information. HealthWise Chiropractic is not required to agree to the restriction that you requested.
2. You have the right to receive your health information through reasonable alternative mean or at an alternative location. Requests to receive your health information may be submitted in writing to Dr. Jessica Montesano.
3. You have the right to inspect and copy your health information.
4. You have the right to request that HealthWise Chiropractic amend your health information that is incorrect or incomplete. HealthWise Chiropractic is not required to change your health information and will provide you with information about HealthWise Chiropractic's denial and how you can disagree with the denial.
5. You have the right to receive an accounting of disclosures of your health information made by HealthWise Chiropractic, except that HealthWise Chiropractic does not have to account for the disclosures described in parts 1 (treatment), 2 (payment), 3 (health care options), 4 (information provided to you), 5 (directory listings),

and 16(specialized government functions) of section I of this Notice of Privacy Practices.

6. You have the right to a paper copy of this Notice of Privacy Practices.

If you would like a more detailed explanation of these rights or if you would like to exercise one or more of the rights, contact Dr. Jessica Montesano.

IV. Changes to this Notice of Privacy Practices

HealthWise Chiropractic reserves the right to amend this Notice of Privacy Practices at any time in the future and to make the new provisions effective for all information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, HealthWise Chiropractic is required by law to comply with this notice.

In the event of a revision, a copy will be posted on the front counter.

V. Complaints

Complaints about this Notice of Privacy Practices or how HealthWise Chiropractic handles your health information should be mailed to Dr. Jessica Montesano.

If you are not satisfied with the manner in which this office handles complaints, you may submit a formal complaint to:

Department of Health and Human Services
Office of Civil Rights
Hubert H. Humphrey Bldg.
200 Independence Ave. S.W.
Room 509F HHH Bldg.
Washington, DC 20201

You may also address your complaint to one of the regional offices for Civil Rights. A list of these offices can be found online at <http://www.hhs.gov/ocr/regmail.html>