

Alaskan Natural Care, Inc.

Notice of Privacy Practices

This notice describes our office's policy for how medical information about you may be used and disclosed, 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, with Worker's Compensation (and your employer as well in this instance), or with other medical practitioners that you authorize.

Safeguards in place at our office include:

- Limited and restricted access to paper files, computers and fax machines where protected patient health information is stored.
- Requirements for third parties to 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 administering your health care, we gather and maintain information that may include non-public personal information:

- About 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.
- Information from health care providers, insurance companies, worker's comp 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 questions about our privacy guidelines, please call us during regular business hours at (907)226-2273.

Protection of Patients

Patients are protected by law from lewd or immoral conduct, sexual contact, and formation of social relationships with patients outside of the health care office. If any member of this staff (or other health care office) breaches this practitioner/patient boundary, please call their regulating board to file a complaint. The Acupuncture Board can be found at State of Alaska, Department of Commerce and Economic Development, Division of Occupational Licensing, (907)465-2695.

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