



## Our Clinic Protects Your Health Information and Privacy

### Privacy Policy

Dear Valued Patient,

**This notice describes our office's policy for 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, 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 access to facilities where information is stored
- policies and procedures for handling information
- requirements for third parties to contractually comply with privacy laws
- keeping all medical files and records (including email, regular mail and faxes) on permanent file.

In administering your health care, we gather and maintain information that may include non-public personal information garnered from:

- your billing transactions with us
- your medical history, treatment notes, test results, any correspondences to or from other healthcare practitioners
- your healthcare providers, insurance companies, workman's comp and your employer, and other third party administrators

This office will not use your health information for marketing communications without your written authorization. This office may send birthday cards, newsletters and appointment reminders by calls, postcards, emails or letters.

We value our relationship with you and respect your right to privacy. If you have any questions about our privacy guidelines, please call us during regular business hours at 650-355-3600.

Yours truly,  
Family Room Community Acupuncture