

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.

Privacy Policy of Raleigh Naturopathic Clinic, LLC

This Privacy Notice tells you about your rights about your health care records. You can get a copy to keep for yourself. You can look at this copy anytime to see what use is made of your health care records and who gets to see them. A new government rule requires that I give you this Privacy Notice to sign at or before your first appointment.

This Privacy Notice is in four parts:

1. What your health care records are, and Your Rights about those records.

- Your records tell what treatments and tests you have had, and what medical decisions have been made.
- If you think there is something wrong or missing in your health record, you can ask that it be changed.
- You can ask to see and get a copy of your health records
- Get a report on when and why your health information was shared
- Ask to be reached somewhere other than home
- If you believe your information was used or shared in a way that is not allowed under the privacy law, or if you were not able to exercise your rights, you can file a complaint. You also can learn more including how to file a complaint with the US Government at <http://www.hhs.gov/ocr/hipaa/>. If you file a complaint, I will not take any action against you or change my treatment of you, in any way.

2. Who can see them without your written OK.

When the law demands that I show your health record to other people I will do so. For example, I will report communicable diseases to the appropriate health authorities as required by law. When the law allows me to show your health record to other people, I will show it when there are good reasons to do so, for example, to assist those conducting worthwhile research. I may share your health information if it aids in delivering better care such as instructing with friends or family involved in your treatment or consulting with other healthcare providers for advice on your case. I may contact you with appointment reminders, new treatment options, updates with the legal status of Naturopaths in North Carolina.

3. Who can not see them unless you give a written OK.

In general, your health information cannot be given to your employer, used or shared for things like sales calls or advertising, or used or shared for many other purposes unless you give your permission by signing an authorization form. This authorization form must tell you who will get your information and what your information will be used for. You have the right to revoke your permission at any time.

4. Our policies to protect health care records.

My policy is to keep your records safe. Your records are usually kept in a locked cabinet in a folder of papers with your name on it. Your records can also be stored in a computer. Prior to releasing your health information I will ensure that only necessary information will be disclosed. Any changes to this Notice will be posted in the clinic and on <http://www.raleighnaturopathic.com/>. Paper copies of any revised Notices will be available to you upon request.