

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.

Our commitment at Health & Energy Acupuncture and Health & Energy, P.C. is to serve our patients with professionalism, caring and compassion, making sure at all times to protect the privacy and security of all protected health and personal information. (Please note: At this facility, any piece of paper that is discarded with patient information on it is shredded.)

Your information could be shared:

- With acupuncturists working with Health & Energy Acupuncture and Health & Energy, P.C., accessing your information on an “as needed” basis.
- With the supervising physician of Health & Energy Acupuncture or Health & Energy, P.C.
- Medical staff, for example, if you request lab work.
- For payment and collection purposes, or services of an accounting firm and/or collection agency.
- With law enforcement, in the event of a court subpoena, or other situation where it would be required.

→Regarding **EMAIL**: We **never sell or trade** your information with anyone, nor any business because we would not want it done with our own personal information.

At Health & Energy Acupuncture and Health & Energy P.C, we are committed to obeying all Federal, State and Local Laws and Regulations regarding privacy practices (such as HIPAA). If any uses or disclosures other than the ones listed above are needed, information will be released only with the written authorization of the individual involved. This written authorization may be revoked at any time by the individual, or power-of-attorney, as required by law.

If you have any questions or comments regarding your protected, confidential, health and personal information, feel free to contact our compliance officer, Dr. David Krofcheck, OMD, at 269 962-2836 (Battle Creek) or 269 345-7075 (Kalamazoo).

If at any time you would like to speak more privately with us, please let me know.

PLEASE SIGN BELOW:

I have read and understand the above *Notice of Privacy Practices* and have been offered the detailed copy (on this clipboard) of such for my own records.

SIGNED _____ **DATE** _____

Health and Energy Acupuncture Health and Energy P.C.
Kalamazoo Clinic, 5945 W. Main St., Suite 104, Kalamazoo, MI 49009 (269 345-7075)
Battle Creek Clinic, 501 East Columbia Ave., Battle Creek, MI 49015 (269 441-1100)