

Our Clinic Protects Your Health Information and Privacy

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 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 access to facilities where information is stored.
- 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 nonpublic personal information:

- About your financial transactions with us (billing transactions).
- From your medical history, treatment notes, all test results, and any letters, faxes, emails or telephone conversations to or from other health care practitioners.
- From health care providers, insurance companies, workman's comp and your employer, and other third part administrators (e.g. requests for medical records, claim payment information).

In Colorado, you have the right to amend certain information about yourself in your medical record at the discretion of the provider. You may also add a written statement relating to the treatment in the record.

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 303-386-5376.

Sincerely,

David Magill, L.Ac., MSTCM
Resting Point Acupuncture, LLC
3570 E. 12th Avenue, Suite 300
Denver, CO 80206
303-386-5376

Signature _____ Date _____