

*We ask that you read and initial each page carefully, and sign the official form. Please do not initial or sign anything that you do not understand.*

#### Official Form

Also attached is the official document and language as required by the HIPAA Act. Please read and sign it for your file. It is a condensed version of the material outlined below.

#### Health Care Operations

We may use and disclose this information to review and improve the quality of care we provide, or the competence and qualifications of our professional staff. Or we may use and disclose this information to get your health insurance or authority plan to authorize services.

#### Sign-in Sheet

It is no longer necessary to sign in using your last name. Your first name and initial is all that will be necessary to make sure we honor the order that patients should be served and keep accurate records.

#### Travel Card

Your travel card has some personal information on it. Dr. Miller's adjustments are coded, much of his notes are coded. You transport the card to the room or it is stored at the front desk, or filed.

If the front desk is temporarily unattended:

If the front desk is unattended do not ferret through the cards to find yours. The front desk and file storage is for the privacy of patient records.

#### Areas now "Off Limits"

Certain areas are off limits to patients:

Front desk and insurance area, closed closets.

Rooms off limits:

Dr. Miller's office, storage room, storage closet, filing cabinets, X-ray flash-card storage boxes.

#### Alternative Communication/Contact

Preferred telephone and location contact can be designated on the HIPAA coversheet

Contact telephone numbers, location for preferred mail, individuals authorized to have information: Parents, Guardians, Family members.

#### Patient Recognition

Whereas we used to delight in recognizing patient achievements request authorization

- To use your picture
- To use your X-rays
- To tell your story

#### Authorization for Records

Approved authorizations must be used to have access to records. We will only allow access to records when paperwork is HIPAA compliant (as of 10/1/2013).

\_\_\_\_\_ initials

#### Amending Records

Additions to the records may be added at any time should there be a form or written documentation copy provided by the patient (e.g. another Dr's report).

More complex modification/clarification of records by this office requires consultation time, which must be scheduled at the front desk.

#### Copying of Records

We will provide single sheet copies at no charge. Complete copies of files are not provided by this office. We will cooperate with a Certified Copy Service.

#### Professional Obligations/X-ray use

Professional summary reports of less than one page will be provided at no charge to other Doctors who are working concurrently or continuing care. X-rays may be used at any time for a second opinion. Films will be cleaned off of chiropractic markings and signed out by the responsible party. We ask if you take out films, to return them after use.

#### Required by Law

As required by law, we will use and disclose your health information, but we will limit our use or disclosure to the relevant requirements of the law. When the law requires us to report abuse, neglect or domestic violence or respond to judicial or administrative proceedings, or to law enforcement officials, we will further comply with the requirement set forth below concerning those activities.

#### Health Information Rights

If you tell us not to disclose information to your commercial health plan concerning health care items or services for which you paid for in full out-of-pocket, we will abide by your request, unless we must disclose the information for treatment or legal reasons. We reserve the right to accept or reject any other request, and will notify you of our decision.

#### Complaints

- Complaints should be addressed to Dr. Miller directly first.
- A formal complaint may be filed with the Secretary of the Department of Health and Human Services.

#### Storage and Destruction of Records

- Your file is held for 7 years from the date of the last visit (including X-rays)
- If you have more than one, all files are held for 7 years from the date of the last visit
- Minor's records are held until they are 18 years old.
- Records are destroyed by shredder after the allotted time.

\_\_\_\_\_  
(Responsible party/Legal Guardian)

Signature

\_\_\_\_\_  
Date