

We are so glad that you are here today. If you have any questions concerning our policies, forms, or procedures, just ask. It is our pleasure to help you.

### Our Privacy Practices

In our office, all health information is considered confidential and we are careful about how we use it. This notice describes how your health information may be used and disclosed and how you can get access to this information. Please read about your health information and let us know if you have any questions.

#### These are reasons we may share your health information:

- |                                       |                    |                                |   |
|---------------------------------------|--------------------|--------------------------------|---|
| 1. Treat you                          | 3. Collect payment | 5. Run our office              | 7. Inform you about other services        |
| 2. Discuss your case with your family | 4. Do research     | 6. Include you in care classes | 8. Thank you for referring other patients |

#### These are reasons we may use your health information:

- |                              |                                       |                               |                              |
|------------------------------|---------------------------------------|-------------------------------|------------------------------|
| 1. Health and safety reasons | 2. Reporting to worker's compensation | 3. Reporting to law officials | 5. Court hearing and filings |
|                              |                                       | 4. Reporting victims of abuse |                              |

#### You have the right to:

- |   |   |   |  |
|---|---|---|--|
| 1. Request a copy of your health record | 3. Request a list of whom we share your health information with | 4. Amend your protected health information  | 6. Advise the doctor if you believe your privacy rights have been violated |
| 2. Request confidential communications  |   | 5. Ask us to limit the information we share |  |

**These privacy practices are effective on this date:** \_\_\_\_\_

### Consultation & Exam

- To begin today's visit, we will collect some confidential health information and then sit and speak with you. After we learn more about your condition, we will perform some preliminary screening tests.
- If we believe that we may be able to help you we will recommend a complete examination so we can thoroughly evaluate your condition.
- We will always inform you of associated fees before we perform any procedure or service.

### Report of Findings

- Patients who are examined will receive a report of our findings from the recorded history, consultation, and examination.
- If we believe we can help, we will accept your case at this time. If we believe that you will not respond to our care, we will not accept your case and may refer you to another provider.

### Treatment Plan

- If we accept your case, we may recommend treatment options based on your unique needs and then an individualized treatment plan may be created to address your short and/or long-term goals.
- As you advance through treatment, periodic progress evaluations will measure and compare your improvement.

*I understand and agree to the following:*

- o *The privacy practices have been satisfactorily explained to me and I have received a copy of the Notice of Privacy Practices or had an opportunity to receive a copy*
- o *I understand the purpose of today's visit*
- o *The doctor may use my confidential health information in the manner previously described*

\_\_\_\_\_  
Patient or guardian signature

\_\_\_\_\_  
Date