

Spring Wind Acupuncture, LLC
610 W. 2nd Ave, Suite 100
Anchorage, AK 99501
New Patient Registration

Patient Information

Name of Patient: _____ Middle Initial: _____ Date of Birth: _____
Today's Date: _____ Sex at birth: M ___ F ___ Other (please specify): _____
If applicable, Gender Identity: _____ Preferred Pronouns: _____
Mailing Address: _____ City: _____
State: _____ Zip: _____ Email: _____
Marital Status: Single ___ Married ___ In a relationship ___ Other ___ Occupation: _____
Home Phone: _____ Work #: _____ Cell #: _____
May we leave a detailed message at any of the above? Hm ___ Work ___ Cell ___ Text ___ Email ___
Would you like to receive appointment reminders? (mark all that apply):
None ___ Voice Mail ___ Text ___ Email ___

Emergency Contact:

Name: _____ Relationship to Patient: _____
Address (if different than Patient): _____ City, State, Zip: _____
Home Phone: _____ Work #: _____ Cell #: _____
Email: _____

Optional—I authorize Spring Wind Acupuncture, LLC to speak with the following person about my account: Name: _____ Relationship to Patient: _____

Phone #(s): _____

Minors Only—Person responsible for payment:

Name: _____ Relationship to Patient: _____
Date of Birth: _____ Gender: M ___ F ___ Soc Sec #: XXX-XX-_____
Address (if different than Patient): _____ City, State, Zip: _____
Home Phone: _____ Work #: _____ Cell #: _____
Email: _____

Insurance Information

Insurance: Y ___ (please fill out the rest of this form) N ___ (skip to signature section)

Are you seeing us for a worker's compensation claim?.....Y ___ N ___

Are you seeing us for an auto accident?.....Y ___ N ___

Date of injury: _____ Body part(s) injured: _____

Medical Insurance Company: _____

ID#: _____ Group #: _____

Group or Plan Name: _____

Policyholder info: Same as Patient ___ (skip to next insurance) Other ___ (fill out their info below)

Name: _____ Patient's Relationship to Policyholder: _____

Date of Birth: _____ Gender: M ___ F ___

Address (if different than Patient): _____ City, State, Zip: _____

Home Phone: _____ Work #: _____ Cell #: _____

May we contact this person if we have questions about this insurance? Y ___ N ___

Pg 2 for Patient Name: _____

Secondary Medical Insurance Company: _____

ID#: _____ Group #: _____

Group or Plan Name: _____

Policyholder info: Same as Patient ___ (skip to next insurance) Other ___ (fill out their info below)

Name: _____ Patient's Relationship to Policyholder: _____

Date of Birth: _____ Gender: M ___ F ___

Address (if different than Patient): _____ City, State, Zip: _____

Home Phone: _____ Work #: _____ Cell #: _____

May we contact this person if we have questions about this insurance? Y ___ N ___

Worker's Comp insurance information (fill out only if you are seeing us under worker's comp):

Name of insurance company: _____ Phone#: _____

Address: _____ City, State, Zip: _____

Name of employer: _____

Employer Phone #: _____ Contact Person's Name: _____

Worker's Comp Claim #: _____

Case Adjustor's Name & Ph #: _____

Automobile insurance information (fill out only if you are seeing us for an automobile accident):

Your automobile insurance company: _____ Phone#: _____

Address: _____ City, State, Zip: _____

Your agent's name: _____ Phone #: _____

Claim #: _____ Police Report #: _____

Other Party's Name: _____

Their automobile insurance company: _____ Phone #: _____

Address: _____ City, State, Zip: _____

Their agent's name: _____ Phone #: _____

Signature Section

_____ (initial) I will pay an appointment fee of \$70 (acupuncture) or \$125 (psychotherapy) if I fail to show up for my appointment or cancel less than 24 hours from my appointment time.

_____ I understand that Spring Wind Acupuncture LLC may offer appointment reminders as a courtesy to me, but that it is my responsibility to remember my appointments.

_____ If Spring Wind Acupuncture, LLC has to send my account to a collection agency, I am responsible for paying all collection charges in addition to the original balance due.

_____ I have had an opportunity to view and receive a copy of my HIPAA privacy rights.

<If you do not want us to file insurance for you, you may skip to the signature line below>

_____ I authorize the release of any medical or other information necessary to process my insurance claims. I authorize payment of my government and/or private insurance benefits directly to Spring Wind Acupuncture, LLC.

_____ I understand that Spring Wind Acupuncture, LLC files insurance for me as a courtesy, and I agree to pay all charges my insurance does not pay or that Spring Wind Acupuncture, LLC cannot collect from my insurance in a reasonable amount of time.

Signature of person responsible for paying for visits: _____ **Date:** _____

Health History

Primary Concern(s): _____

When did it start? _____

Secondary Concern(s): _____

When did it start? _____

Are you currently being treated for a medical condition? If so, please describe: _____

Please list the name (s) of your current medical provider(s): _____

Medications/Supplements (Dosage): _____

Past Surgeries, Hospitalizations (with dates): _____

Allergies: _____

Height: _____ Weight: _____

How many hours of sleep do you get on average/night? _____ Do you feel rested upon waking? _____

What do you do for exercise? _____ How often? _____

Any implanted medical devices or cosmetic implants? (yes/no/describe) _____

Females: any chance you are currently pregnant? _____

Please indicate if you have ever had any of the following:

	Past	Current		Past	Current
Fevers	_____	_____	Chronic sinus congestion	_____	_____
Night sweats	_____	_____	Frequent colds/flu	_____	_____
Feeling hot easily	_____	_____	Coughing up phlegm or blood	_____	_____
Feeling cold easily	_____	_____	Ear infections	_____	_____
Insomnia	_____	_____	Tobacco use?	_____	_____
Headaches	_____	_____	If so, how much/day? _____		
Dizziness or light headedness	_____	_____	For how many years? _____		
Fainting	_____	_____	Marijuana use?	_____	_____
Numbness	_____	_____	If so, how much/day? _____		
Weakness	_____	_____	For how many years? _____		
Stroke	_____	_____	Any other respiratory condition? _____	_____	_____
Head injury	_____	_____	If so, please state: _____		
Seizures	_____	_____	Chest pain or discomfort	_____	_____
Any other neurological condition? _____	_____	_____	High blood pressure	_____	_____
If so, please state: _____			Low blood pressure	_____	_____
Eye condition	_____	_____	Heart attack	_____	_____
Asthma	_____	_____	Heart surgery	_____	_____
Pneumonia	_____	_____	Pacemaker	_____	_____
Difficulty breathing	_____	_____	Cardiac stent	_____	_____
Chronic cough	_____	_____	Heart palpitations	_____	_____
Allergies/hay fever	_____	_____	Racing heart	_____	_____
Sinus infection	_____	_____	Congenital heart Defect	_____	_____
			Heart murmur	_____	_____

Patient Name: _____

Date: _____

	Past	Current
Blood clots	_____	_____
Varicose veins	_____	_____
Raynaud's	_____	_____
Any other cardiovascular condition?	_____	_____

If so, please state: _____

Trouble digesting	_____	_____
Diarrhea	_____	_____
Constipation	_____	_____
Nausea/Vomiting	_____	_____
Eating disorder	_____	_____
Weight gain >10 lbs in past yr?		
If so, how many pounds?	_____	
Weight loss >10 lbs in past yr?		
If so, how many pounds?	_____	
Abdominal pain	_____	_____
Abdominal bloating	_____	_____
Blood in stools	_____	_____
Black tarry stools	_____	_____
Mucus in stool	_____	_____
Irritable bowel	_____	_____
Crohn's Disease	_____	_____
Ulcerative colitis	_____	_____
Poor appetite	_____	_____
Excessive appetite	_____	_____
Any other gastrointestinal condition?	_____	_____

If so, please state: _____

Please list/describe your typical diet:

Breakfast: _____

Lunch: _____

Snacks: _____

Dinner: _____

How often do you have a bowel movement?
_____ # times every day / week (circle one)

Coffee? # of cups/day: _____
Caffeinated or decaf? _____

Tea? # of cups/day: _____
Caffeinated or decaf? _____

How much alcohol do you drink?
_____ per day/wk/mnth/yr (circle one)

Beer ___ Wine ___ Liquor ___ Other ___

	Past	Current
Other substance use	_____	_____
Please specify:	_____	

Are you having any pain? _____
If so, how much (1-10) _____

Where? _____

How long has it lasted? _____

Blood Sugar issues	_____	_____
Waking up at night to urinate	_____	_____
Urinary Tract Infection	_____	_____
Any other difficulty urinating	_____	_____

Muscular or skeletal issues _____

Any skin condition _____

Any reproductive or genital issues? _____
Please specify: _____

Females Only:
Painful or difficult menstruation _____
Does your period come at regular intervals? Yes / No
of days in between start of each period: _____

Spotting in between? Yes / No
days period lasts: _____

Pregnancy _____

Endocrine condition _____

Cancer _____

Blood condition _____

Depression _____

Anxiety _____

Other psychological or psychiatric condition _____

If so, please specify: _____

Family History

Please list any diseases/conditions which have occurred in your family:

	Mother	Father	Sibling	Maternal grandparent	Paternal grandparent	Other family member
Cancer						
Heart/Cardiovascular Disease						
Respiratory						
Gastrointestinal						
Neurological						
Blood disorders						
Musculoskeletal						
Urogenital/Reproductive						
Endocrine						
Psychiatric/Psychological						
Immune System						
Other						

Personal / Medical Information

Name _____ Date _____

Current health concerns:	How long?	Previous or Current Treatment

Healthcare providers currently working with you (MDs, Psychotherapists, Naturopathic Doctors, Chiropractors, etc.):	For what issues?

Current medications, herbs, supplements	For what condition?	Prescribed by whom?

Past surgeries, major illnesses, emergency care, significant medical history	When/ How long?	Kind of treatment received?	Any remaining concerns?

Previous psychological/psychiatric/ substance abuse services?	When/ How long?	Kind of service received?	Any remaining concerns?

Substances	Frequency/pattern of use, and/or when last used? (Leave blank if none)
Alcohol	
Tobacco	
Marijuana/Hashish	
Cocaine/Crack	
Amphetamine/Crank	
LSD/Other psychedelics	
Heroin/Other opiates	
Other	

Informed Consent for Acupuncture and Traditional Chinese Medicine Spring Wind Acupuncture, LLC

Traditional Chinese Medicine is a healing system that includes multiple therapeutic modalities. This system facilitates the body's innate healing capability. In some cases, symptoms may relapse or intensify temporarily during the course of treatment before relief is attained.

Acupuncture and Traditional Chinese Medicine Treatments That May Be Administered:

1. **Acupuncture** is a technique utilizing fine, sterile, stainless steel needles inserted at specific points in the body to facilitate a positive or regulatory response. Acupuncture treatment also involves addressing lifestyle, nutritional, ergonomic, behavioral, and other concerns related to the conditions being treated. This clinic uses disposable, single-time use needles. The location of the application of these needles and the depth of their insertion is determined by the nature of the problem. I understand that with the application of these needles that there is a slight possibility that minor swelling, bleeding, discoloration, hematoma, or bruise that may occur at the site of insertion. A sensation of momentary light-headedness may occur after acupuncture treatment. I will immediately notify the acupuncturist if I experience any symptoms or problems.

_____ initials

2. **Moxibustion** is the application of heat supplied by burning the herb *Folium Artemisiae vulgaris*, or commonly known as "mugwort", over a single or group of acupuncture points. The area of treatment may remain red and warm for several hours afterwards. In rare incidences a minor burn may occur at the site of moxibustion. I will immediately notify the acupuncturist if I experience any symptoms or problems.

_____ initials

3. **Cupping** utilizes round suction cups over a large muscular area such as the back to enhance blood circulation to the designated area. This method may produce deep redness, discoloration, and on rare occasion a minor blister may form that may persist up to several days but will eventually disappear.

_____ initials

4. **Traditional Chinese Herbal Supplements** are used to facilitate the body's own restorative process. These herbs can be taken in pills, or tea by boiling plants in their natural form, or applied topically. Chinese herbal teas tend to taste bitter. They are made mostly from plants, but also mineral and some animal substances. If I experience hives or other adverse reaction, I should discontinue taking the herbs.

_____ initials

5. **Massage Therapy** is a specialized body work technique utilized in facilitating healing and pain management. There occasionally may be increased soreness or bruising at the sites of the treatment.

_____ initials

There are risks involved in any procedure or treatment. I do not expect the acupuncturist to be able to anticipate all risks and complications related to my condition. I understand that an acupuncturist is not a medical doctor. I give consent to my acupuncturist to exercise judgement during the course of treatment which the acupuncturist deems appropriate. I also understand that I must continue to seek treatment with a medical doctor for any conditions that cannot be resolved appropriately by acupuncture or Chinese Medicine.

_____ initials

(over →) Page 1 of 2

Please be aware that the different modes of treatment described on the previous page may be covered under benefits other than acupuncture by your insurance company. For example, moxibustion therapy and cupping are often considered a “physical therapy” benefit by insurance and may therefore incur separate deductible, copay, coinsurance, or coverage rules from your acupuncture treatment.

Please also be aware that there will occasionally be an additional office visit charge beyond your acupuncture treatment which, again, may be covered by a separate benefit by your insurance than the acupuncture. Office visit charges are for additional time spent on education, examining a new problem you present with, or re-evaluating your treatment plan during or after a course of treatment.

Statement of Consent for Treatment

I hereby certify, by signing below, that I have read this entire form, and that I consent to the provisions described above. I intend this consent form to cover the entire course of treatment for my present condition and for any future condition(s) for which I seek treatment. I understand that I can refuse treatment at any time.

Signature _____

Print name in full _____

Date _____

Consent for Use of Information for Research Purposes -- (Optional)

I give permission for information obtained during the course of my treatment, with all identifying information removed, to be used for the purpose of research in Traditional Chinese Medicine.

Signature _____

Print name in full _____

Date _____

Consent for Addendum – Michael Aanavi, PhD, LAc / Spring Wind Acupuncture, LLC

Credentials and Training

I hold an MS in traditional Chinese medicine and a PhD in clinical/multicultural and community psychology, and am licensed as an acupuncturist and as a psychologist by the State of Alaska. I also have training in a variety of traditional healing modalities under the broad framework of Chinese medicine, including qigong and other intuitive and energy therapies, which I incorporate in my practice. Should you desire further details regarding my education, training, experience, credentials, and approach to therapy, please feel free to inquire.

Therapeutic Process

You are entering a therapeutic process with me as a licensed acupuncturist / practitioner of Chinese medicine. This may include acupuncture, herbal medicine, gemstone medicine, *tui na*/massage, cupping, moxibustion, nutritional and lifestyle counseling, *qigong* instruction, external *qigong*/subtle energy therapy, liniment/heat therapy, intuitive diagnosis, imaginal and other intuitive processes, and/or other forms of work within my scope of practice as an acupuncturist and/or training as a practitioner of Chinese medicine and other healing arts. Specific modalities as well as length and format can vary, and will be determined based on your needs and inclinations as well as my clinical judgment; this is a collaborative process which is always open for discussion.

Your work with me may also include elements of psychological assessment, health psychology, archetypal / transpersonal therapies, meditation / mindfulness practices, and other services within my scope of practice as a psychologist; please note that these do not constitute counseling in an ongoing sense, but are intended to support and inform other therapies in an adjunctive manner. If you would like to pursue more formal psychotherapy / counseling, please let me know and I will do my best to help you find appropriate referrals.

Because of the nature of insurance billing, often these services are coded according to length of time spent with a particular approach, and will be billed accordingly. Please note that some services such as intuitive and subtle energy therapies may not be billable for third party reimbursement, and are ultimately your responsibility. I will do my best to keep you informed in this regard, and to work with your circumstances.

Please note that herbal recommendations or prescriptions may be purchased from Spring Wind Acupuncture, LLC if available, but you are also welcome to purchase them elsewhere.

Efficacy

My approach incorporates theories and techniques from the rich and varied tradition of Chinese medicine, as well as the broad field of psychology, including alternative orientations (e.g., transpersonal and energy psychology) and esoteric lineages (e.g., spiritual, energetic, and intuitive approaches to diagnosis and therapy), and is not evidence-based; results vary for each individual, and I do not make claims nor guarantees regarding treatment outcome or effectiveness.

Risk

Acupuncture, herbal medicine, massage, cupping, and other elements of Chinese medicine are generally safe when administered by a qualified practitioner. However, as with any medical procedure, side effects and/or negative outcomes may occur, including but not limited to pain, bruising, bleeding, and swelling; skin irritation and burns; digestive discomfort; uncomfortable emotional discharges or bodily experiences; on rare occasion, pneumothorax, puncture of internal organs, internal bleeding, or fainting; worsening of symptoms; disruption of other life areas including work and relationships. Should I prescribe herbal medicinals, they should be taken only in the manner prescribed. Herbs may taste unpleasant, and may cause digestive discomfort or other side effects. I am not responsible for problems due to the quality of herbal products, or errors on the part of outside vendors. Psychological services are generally safe; however, they can be demanding in a variety of ways, are complex and vulnerable processes, and may

Consent for Addendum – Michael Aanavi, PhD, LAc / Spring Wind Acupuncture, LLC

result in emotional discharges and other uncomfortable experiences. Symptoms may worsen, and you may experience disruption of life areas including but not limited to work and relationships.

Boundaries and Touch

With some limited exceptions, psychological services generally do not include physical touch. However, Chinese medicine utilizes touch for a variety of reasons—including palpation of affected areas of the body for diagnostic purposes, taking the pulse, massage and application of liniments, needle insertion, and other aspects of diagnosis and therapy. Therefore, your treatment will involve physical touch within my scope of practice as a licensed acupuncturist—including but not limited to palpation, needling, qigong/energy work, and massage, as clinically indicated.

You may decline palpation, needling, or any other form of touch at any time, for any reason, and are under no obligation or pressure to engage in any aspect or form of diagnosis or treatment, even if you have previously given consent to do so; you may decline any form or aspect of therapy at any time. Should you have questions about any aspect of my approach at any time, please ask.

Fees/Insurance

Fees will be charged as appropriate to services provided, including but not limited to evaluation and management, acupuncture, psychological services, and behavioral health procedures.

As a courtesy, Spring Wind Acupuncture, LLC, offers direct billing of health insurance. If you would like to utilize your health insurance to pay for your healing with me, we will be happy to contact your carrier to review your benefits and the extent of any coverage you may have for acupuncture/Chinese medicine services and/or psychological services, including session limits, deductibles, and copayments; however, it is ultimately your responsibility to familiarize yourself with the parameters of your policy and any coverage limits. All copayments and deductibles are due at the time of service. You are responsible for all fees, regardless of the status or ultimate result of any insurance claim or other third-party payment process, including any denied claims, partial payments, non-covered charges, unreasonably delayed claims, or other fees or payments not reimbursed by your carrier for any reason. We are not responsible for the outcome of any insurance claim, and if claims are denied or delayed it may not be possible to revise and/or re-submit them to your carrier. If you elect to utilize health insurance coverage or other forms of third-party payment, please note that this requires me to provide personal health information to your carrier, and may allow them to have significant access to your medical records; I am not responsible for any misuse of your protected health information by other parties

If you are not utilizing health insurance billing, unless other arrangements are made in advance, all fees are due at the time of service. A \$50 fee will be charged for returned checks.

Fees for herbs and other nutritional supplements are billed separately; these fees are generally not eligible for health insurance reimbursement.

Cancellation Policy

24 hours' notice is required for cancellation of appointments. Should you miss a scheduled appointment without notice, or should you need to cancel an appointment with less than 24 hours notice, you will be charged a cancellation fee of up to the full amount for that visit. Please note that fees for missed appointments are not covered by health insurance or other third party payers; it is not possible to submit claims for reimbursement for missed sessions. Should you arrive late for your appointment, your session duration will be shortened accordingly; however, you remain responsible for the full fee for that appointment. As above, you may decline services in whole or in part, and/or may end a session at any time, for any reason; however, you remain responsible for the full fee for your scheduled appointment.

Consent for Addendum – Michael Aanavi, PhD, LAc / Spring Wind Acupuncture, LLC

My Absences

I do my best to give as much notice for my absences as possible, usually several weeks in advance, except in instances of illness or emergency. However, I take time off for seasonally appropriate subsistence activities, and due to the dynamics of natural cycles and wildlife behavior am not always able to give my usual degree of advance notice; in these cases I typically give at least 24 hours notice. Also, I have a young child and due to the dynamics of Covid sometimes need to cancel my clinic schedule with little notice due to classroom closures.

Referral and Refusal of Services

Although it would be unusual for me to refuse services, I may do so at any time, at my discretion. Reasons for refusal of services include but are not limited to: abusive language or behavior; unpaid fees; repeated cancellation, non-attendance, or tardiness for appointments; intoxication. In addition, should I determine that your concerns warrant other forms of healthcare, I may refer you to such care instead of or in addition to working with me.

Legal proceedings

If you are involved in or become engaged in legal proceedings of any kind—criminal, civil, family, etc.—that would potentially require my professional services, please note that I charge a fee of \$400 per hour or fraction thereof for any and all related activities, including but not limited to telephone and email correspondence, consultation with attorneys, report writing, depositions, and time spent in court/testimony, waiting, and travel.

Scheduling and Contact Info

For all scheduling, billing, and other administrative issues, please contact our office manager by voice or text at 907-440-8660, or by email at springwindacup@gmail.com. For non-urgent needs, if you need to speak with me between visits please call or text the above number and I will respond when I am able; I am in the office and able to return calls Tuesday-Friday. In the event of a medical, psychological, or other emergency, please seek urgent services as appropriate, including calling 911 or going to a hospital emergency room. Also please note that I do not provide detailed information, consultation, or other clinical services via email or text.

By signing below, you state that you have reviewed, understand, and agree to the above, and that:

- You consent to receive therapeutic services from me, with knowledge of the above, as indicated based on my clinical judgment.
- If relevant, you allow me to release limited information about you to outside vendors for purposes of purchase, prescription, and/or preparation of herbal formulas and other related services.
- You understand and agree that your protected health information will be accessible to office staff, billing services, and others retained for administrative duties related to operation of Spring Wind Acupuncture, LLC;
- If you experience any changes in your medical or psychological condition, health status, prescription medications, or herb/supplement regimen, or if you experience discomfort or a negative treatment effect of any kind, whether during or after an appointment with me, you will inform me as soon as possible and seek urgent medical attention if appropriate.
- If you are pregnant, think you may be pregnant, or are attempting to become pregnant, you will inform me at earliest opportunity so that I can adjust any therapies appropriately.

Name

Signature

Date

Consent for Addendum – Michael Aanavi, PhD, LAc / Spring Wind Acupuncture, LLC

Telehealth Consent Addendum – Michael Aanavi, PhD, LAc / Spring Wind Acupuncture, LLC

At my discretion, I provide telehealth services within my scope of practice as a psychologist and acupuncturist licensed by the State Alaska, limited to those physically present in Alaska; these telehealth services are not available in the event of your travel or relocation outside this state.

Consent forms you have signed remain in force for telehealth services, including policies related to missed sessions, fees, and all other areas and considerations.

As a courtesy, Spring Wind Acupuncture, LLC, bills health insurance for telehealth when coverage is available. We are happy to check your coverage for telehealth, however telehealth reimbursement may change with little notice from third party payers, and they may decline to reimburse at any time. As with all billed services, you are ultimately responsible for all fees and charges.

If you are not able to participate in all or part of your scheduled telehealth session due to technical issues of any kind, full fee will still be charged for the entire scheduled session time; this may not be covered by health insurance. Should we experience loss of session time greater than 5 minutes due to technological issues at my end, I will either pro-rate the charge for that session, or make up a commensurate amount of session time at another visit, at my discretion.

If we are meeting by phone, I will await your call at your scheduled time at 907-297-8590. If we are meeting by video conference, please log in at doxy.me/drmichaelaanavi, at or a few minutes before your scheduled time. Please be sure to have a private, quiet space from which to engage in your telehealth appointment; if you will be calling from your vehicle, please be fully parked at the time of the call.

By signing below, I acknowledge that I have read and agree to the above.

Name

Signature

Date

**Notice of Privacy Practices
Spring Wind Acupuncture
Anchorage, AK**

Effective Date: April 14, 2003

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.

What is this Notice and Why is it Important? As of April of 2003, a new federal law (“HIPAA”) went into effect. This law requires that health care practitioners create a notice of privacy practices for you to read. This notice tells you how we at SpringWind Acupuncture, will protect your medical information, how we may use or disclose this information, and describes your rights. If you have any questions about this notice, please contact us directly at 907-440-8660.

Understanding Your Health Information During each appointment, we record clinical information and store it in your chart. Typically, this record includes a description of your symptoms, your recent stressors, your medical problems, a mental status exam, any relevant lab test results, diagnoses, treatment, and a plan for future care. This information, often referred to as your medical record, serves as a:

- Basis for planning your care and treatment
- Means of communication among the health professionals who contribute to your care
- Legal document of the care you receive
- Means by which you or a third-party payer (e.g. health insurance company) can verify that services you received were appropriately billed
- A tool with which we can assess and work to improve the care we provide

Your Health Information Rights You have the following rights related to your medical record:

- *Obtain a copy of this notice.*
You can read this notice in the waiting room, and you can also obtain your own copy if you would like.
- *Authorization to use your health information.*
Before we use or disclose your health information, other than as described below, we will obtain your written authorization, which you may revoke at any time to stop future use or disclosure.
- *Access to your health information.*
You may request a copy of your medical record from us at any time.
- *Change your health information.*
If you believe the information in your record is inaccurate or incomplete, you may request that we correct or add information.
- *Request confidential communications.*
You may request that when we communicate with you about your health information, we do so in a specific way (e.g. at a certain mail address or phone number). we will make every reasonable effort to agree to your request.
- *Accounting of disclosures.*
You may request a list of disclosures of your health information that we have made for reasons other than treatment, payment or healthcare operations.

Our Responsibilities

- We are required by law to protect the privacy of your health information, to provide this notice about our privacy practices, and to abide by the terms of this notice.

- We reserve the right to change our policies and procedures for protecting health information. When we make a significant change in how we use or disclose your health information, we will also change this notice.
- Except for the purposes related to your treatment, to collect payment for our services, to perform necessary business functions, or when otherwise permitted or required by law, we will not use or disclose your health information without your authorization. You have the right to revoke your authorization at any time.

When Can We Legally Disclose Your Health Information Without Your Specific Consent?

- *In order to facilitate your medical treatment.*
For example: Your primary care physician or your psychotherapist might call us to discuss your treatment, and in that situation we would disclose information about your diagnosis, your medications, and so on.
- *In order to collect payment for health care services that we provide.*
For example: In order to get paid for our services, we have our billing staff send a bill to you or your insurance company. The information on the bill may include information that identifies you, as well as your diagnosis, and type of treatment. In other cases, we fill out authorization forms so your insurance company will pay for extra visits, and this includes some information about you, including your diagnosis.
- *In order to facilitate routine office operations.*
For example: Occasionally, we dictate notes from visits, usually for letters to other clinicians. In that case, your health information will be disclosed to the transcriptionist.

Will We Disclose Your Health Information to Family and Friends? While the new law allows such disclosures without your specific consent (as long as it contributes to your treatment), our office policy is that we will *never* share your clinical information with your family without a signed authorization from you. The BIG EXCEPTION to this is if we believe you pose an immediate danger to yourself or someone else—in that case, we will do whatever is necessary, even if that means breaching confidentiality.

Less Common Situations in Which We Might Disclose Your Health Information

- Workers compensation: we may disclose your health information to comply with laws relating to worker's compensation or other similar programs.
- Law enforcement: we may disclose your health information for law enforcement purposes as required by law or in response to a valid subpoena, or court or administrative order. This includes any information requested by the Department of Social Services (DSS) related to cases of neglect or abuse of children.
- Food and Drug Administration (FDA): we may disclose to the FDA your health information relating to adverse events due to medications.
- Business associates: We hire a billing company to send out bills to insurance companies. Some of the employees of this company have access to a small portion of your health information in order to allow them to do their job.

For More Information or to Report a Problem. If you have questions, would like additional information, or want to request an updated copy of this notice, you may contact us, Spring Wind Acupuncture at any time at (907) 440-8660. If you feel your privacy rights have been violated in any way, please let us know and we will take appropriate action.

You may also send a written complaint to:

Department of Health & Human Services, Office of Civil Rights,
Hubert H. Humphrey Building 200 Independence Avenue

S.W. Room 509 HHH Building
Washington, D.C. 20201