

Windstone Acupuncture, LLC HIPAA Privacy Policy and Procedures

Effective Date: 10/1/24

Last Updated: 10/1/24

Introduction and Purpose

At Windstone Acupuncture, we are committed to protecting the privacy of your health information in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). This policy outlines how we collect, use, and protect your Protected Health Information (PHI) and your rights regarding your health information. The goal of this policy is to ensure that all PHI is handled in accordance with HIPAA regulations and our commitment to patient confidentiality.

I. Privacy Officer

As the sole practitioner of Windstone Acupuncture, I, Stephanie Trzaska, serve as the Privacy Officer. I am responsible for ensuring compliance with HIPAA regulations and protecting patient information. If you have any questions or concerns regarding your privacy or this policy, you may contact me at the following:

Privacy Officer: Stephanie Trzaska

Phone Number: 303-362-0596

Email Address: stephanie@windstoneacupuncture.net

Clinic Address: 11658 N Huron St., Ste 200, Northglenn, CO 80234

II. Patient Rights Regarding PHI

Under HIPAA, you have several important rights regarding your Protected Health Information (PHI):

1. **Right to Access:** You have the right to request and obtain a copy of your health records. Requests must be made in writing, and we will provide copies within 30 days of receiving your request.
2. **Right to Amend:** You may request an amendment to your medical records if you believe they are inaccurate or incomplete. We may deny the request under certain circumstances, but if we do, you will be provided with a written explanation.
3. **Right to Accounting of Disclosures:** You have the right to request an accounting of the instances where your PHI has been disclosed for purposes other than treatment, payment, or healthcare operations.

4. **Right to Request Restrictions:** You may request restrictions on the use and disclosure of your PHI for certain purposes (e.g., restricting information shared with a specific family member). We will consider all requests, but we are not required to agree in all cases.
 5. **Right to Confidential Communications:** You can request that we communicate with you in a specific way (e.g., at a certain phone number or address). We will accommodate reasonable requests.
 6. **Right to File a Complaint:** If you believe your privacy rights have been violated, you may file a complaint with our Privacy Officer or the U.S. Department of Health and Human Services. There will be no retaliation for filing a complaint.
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III. Use and Disclosure of Protected Health Information (PHI)

We may use and disclose your PHI in the following ways:

1. **Treatment:** We will use your PHI to provide, coordinate, or manage your care. This may include sharing information with other healthcare providers involved in your care.
 2. **Payment:** Your PHI may be used to bill and receive payment from you, your insurance company, or third parties for services we provide. For example, we may share information with your health plan to obtain authorization or payment for treatment.
 3. **Healthcare Operations:** We may use and disclose your PHI for internal operations such as reviewing the quality of care provided, conducting audits, and managing clinic operations. These uses are necessary to run our clinic and ensure patients receive quality care.
 4. **Disclosures Required by Law:** We may disclose your PHI if required by law. Examples include disclosing information to public health authorities or law enforcement officials in specific circumstances, such as reporting abuse, neglect, or public health emergencies.
 5. **Other Uses and Disclosures:** Any other uses or disclosures of your PHI will be made only with your written authorization. You may revoke your authorization at any time, except to the extent that we have already taken action based on it.
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IV. Safeguarding PHI

We implement a variety of measures to safeguard the privacy and security of your PHI, including:

1. **Physical Safeguards:** We store all physical records in secured, locked areas with controlled access. Only authorized personnel are permitted to access these areas.
2. **Technical Safeguards:** All electronic PHI (ePHI) is protected by strong passwords, encryption, and firewall technologies. Access to ePHI is limited to authorized users based on role-specific needs.

3. **Administrative Safeguards:** Our staff members are trained on HIPAA regulations and our privacy practices. Regular training is conducted, and access to PHI is based on the minimum necessary standard to perform job duties.
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V. Breach Notification

In the event of a breach of your unsecured PHI, we will notify you as required by law. If such a breach occurs, we will:

- Notify you within 60 days of discovering the breach.
 - Provide you with a description of the breach, the type of PHI involved, steps you should take to protect yourself, and measures we are taking to investigate and mitigate the situation.
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VI. Patient Acknowledgment and Consent

By signing below, you acknowledge that you have received this Notice of Privacy Practices and understand how your PHI may be used or disclosed. You consent to the use of your PHI for the purposes of treatment, payment, and healthcare operations, as described in this policy.

VII. Grievance Procedure

If you believe your privacy rights have been violated, or if you have any concerns about how we handle your PHI, you may file a complaint by contacting our Privacy Officer directly. We take privacy concerns seriously and will work to resolve any issues.

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You may also file a complaint with the U.S. Department of Health and Human Services.

VIII. Retention and Disposal of Records

Windstone Acupuncture retains medical records for 10 years in compliance with state and federal regulations. When no longer needed, records will be securely disposed of, using

methods such as shredding or permanent deletion of electronic files, to ensure confidentiality is maintained.

Windstone Acupuncture is committed to maintaining the privacy and security of your health information. If you have any questions or need further assistance, please do not hesitate to contact us.
