

## Notice of Privacy Practices

Dr. Jason J. Koenig, PC (dba: Koenig Wellness) is required by law to maintain the privacy of Protected Health Information (PHI) and to provide our patients with notice of this legal duty. This notice describes how your PHI may be used and disclosed and how you can get access to this information. It is our policy to protect the confidentiality of the health and personal information of our patients and to prevent unauthorized access to. This includes any information obtained by us in connection with providing healthcare treatment, obtaining payment or other related health care operations. This relates to past, present or future information that we receive from you as our patient.

We collect PHI to learn about your medical history, medical conditions, render treatment and collect payments for our services. We gather this information from your patient forms and health questionnaires you will be asked to complete from time to time. In addition, we will assemble information based on our discussions and conversations with you and your healthcare plan or insurance carrier. Examples include diagnosis, treatment and communications such as follow up and appointment reminders. As part of our standard healthcare operations, we may share information with other physicians, a facility such as a hospital, laboratory, diagnostic service or healthcare provider to efficiently coordinate your treatment plan. For contracted insurers, your information will be used for claims management and to obtain payment from your insurance carrier. As required by your insurance contractor, we will exchange data with your insurance carrier to determine eligibility, benefit and coverage, pre-certification and utilization review. In addition:

- 1) We maintain a sign-in log. This information may be seen by, and is accessible to, others.
- 2) Part of your name or your initials may be used in the office, in the newsletter and on our website to identify testimonials written by you and for acknowledgement of referrals.
- 3) We may leave a message on your answering machine or voice mail to contact you about your appointment or to have you call our office.
- 4) We may contact you about treatment alternatives or other health related benefits and services that may be of interest to you. Your PHI is maintained in our office in our practice management computer system, our electronic medical record computer and in your medical chart. We participate with NDC Health Electronic Claims and Direct Billing Services and we will provide your PHI to these databases for insurance claim processing and billing. We limit the access to your PHI to those employees and business associates who need to know that information.

We do not disclose PHI to third parties unless one of the following exceptions applies:

- 1) We receive explicit authorization from you to release your PHI. The authorization must be in writing and given exact details regarding to whom the disclosure applies, the nature of the data to be released, the applicable dates and signed by the patient (or guardian).
- 2) Federal, state or other applicable law requires us to share your PHI.

We reserve the right to change the terms of this policy at any time and any change will be effective for all past, present or future PHI. If, at any time in the future, we do change this policy or if it is necessary to disclose any of your PHI in a way that is materially different from this policy, we will give you notice of the change at your next visit to our office.

With some limitations, you have the right to review your PHI, amend your records, request special accommodations, request restrictions of your PHI and receive an accounting of the disclosures of your information. We are not obligated to agree to any requested restrictions. You have the right to request that we provide your PHI to you via an alternative method. If you have a complaint about the management of your PHI contact the Privacy Officer, Kari Koenig, at 205-985-9888. You have the right to file a complaint with the Secretary of the Department of Health and Human Services if you believe your privacy rights have been violated. There will be no retaliation for filing a complaint.