

# ***ESSENTIAL ENERGY CLASSICAL CHINESE MEDICINE***

## **Summary of Notice of Privacy Practices**

We are required by federal law to provide a Notice of Privacy Practices which describes how health information we maintain about you may be used or disclosed. The Notice of Privacy Practice describes each use and disclosure that we are permitted to make, and provides a description of your rights and our obligations under federal and state privacy laws.

### **I. USE OF YOUR PROTECTED HEALTH INFORMATION (PHI)**

We use and disclose PHI for a variety of reasons. We have a limited right to use or disclose your PHI for purposes of treatment, payment, or our health care operations. To treat your health conditions and manage special health programs, we need to use your health information. We can do this without your written or verbal permission.

Some of the reasons that we may use or disclose your PHI include:

- to provide information about your health condition to others who may treat you;
- to provide information about the treatment that we provided in order to obtain payment from your health plan;
- to report a communicable disease, domestic violence or criminal activity; or
- to comply with a court order requiring the disclosure of your treatment record.

These examples are merely illustrative. For a full description of the uses and disclosures that we are permitted to make, consult the Notice of Privacy Practices.

### **II. YOUR RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION**

While the records that we maintain about you belong to us, under the federal privacy law you have a variety of rights with respect to this information. For instance, you have the right to access and receive a copy of the health information which we maintain about you and to request that we amend any of the information that you believe is incomplete or incorrect. Also, you may request that we provide you with a list of each disclosure that we have made of your health information. All of these rights are subject to some exceptions which are described fully in the Notice of Privacy Practices.

### **III. OUR DUTIES**

We are required by law to maintain the privacy of your health information and to provide you with this notice of our legal duties and privacy practices. We may amend the Notice of Privacy Practices from time to time. All changes apply retroactively. Our full Notice of Privacy Practices is available upon request. If you have any questions or require additional information, please contact:

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