Ashi Healing and Acupuncture Inc
HIPAA Notice of Privacy Practices

This document contains both English and Chinese versions. The Chinese version follows the English version below. 本文件包含英文和中文版本。中文版本紧随英文版本之后。

Purpose

This notice describes how your medical information may be used and disclosed and how you can access this information. Please review it carefully.

Understanding Your Health Record & Information

Each time you visit a hospital, physician, or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatments, and a plan for future care. Your health or medical record serves as:

- A basis for planning your care and treatment
- A means of communication among healthcare professionals involved in your care
- A legal document describing the care you received
- A way for third-party payers to verify services billed were provided
- A tool for educating healthcare professionals
- A source of data for medical research, public health, and facility planning
- A method to improve the quality of care through internal assessments

Understanding how your health information is used helps you:

- Ensure its accuracy
- Make informed decisions about disclosure of your information
- Know who may access your health records

Your Health Information Rights

Although your health record is the property of the healthcare provider or facility that compiled it, the information belongs to you. You have the right to:

- Request restrictions on certain uses and disclosures
- Obtain a paper copy of this notice upon request

- Inspect and receive a copy of your health record (fees may apply)
- Request amendments or corrections to your records
- Obtain a report on how your health information has been disclosed
- Request communications through alternative means or locations
- Revoke prior authorizations for disclosure, except where action has already been taken

Our Responsibilities

Ashi Healing and Acupuncture Inc. is required to:

- Maintain the privacy of your health information
- Provide this notice outlining our legal duties and privacy practices
- Follow the terms of this notice
- Notify you if we cannot comply with a requested restriction
- Accommodate reasonable requests for confidential communications

We reserve the right to update this notice, and any changes will apply to all protected health information we maintain. We will not use or disclose your health information without your authorization, except as described in this notice.

For More Information or to Report a Privacy Concern

If you have any questions or believe your privacy rights have been violated, you may contact our Privacy Officer at 781-389-5194.

Complaints may also be filed with the Secretary of Health and Human Services. There will be no retaliation for filing a complaint. Written inquiries should be sent to:

Privacy Officer
Ashi Healing and Acupuncture Inc.
4063 Fallwood Ct, Pleasanton, CA 94588

Examples of Disclosures for Treatment, Payment, and Healthcare Operations

Treatment

Your health information may be shared among healthcare professionals involved in your care. This helps ensure coordinated treatment and proper medical decision-making.

Payment

A bill may be sent to you or a third-party payer. This bill may include details about your diagnosis, procedures, and services provided to verify payment.

Healthcare Operations

We may use your health information for **internal quality improvement** purposes, including:

- **Quality Assurance:** Reviewing treatment effectiveness to improve care
- **Business Associates:** Certain services are performed by contractors. They are required to safeguard your health information
- **Notifications:** Informing family members or responsible persons about your condition or care location
- **Communication with Family:** Health professionals, using their best judgment, may share relevant information with a person involved in your care
- **Research:** Your data may be used for research when approved by an oversight board that ensures confidentiality
- **Funeral Directors & Organ Donations:** Information may be shared as legally required to support organ donations and funeral arrangements

Other Required or Permitted Disclosures

- **Communication:** We may contact you with appointment reminders or health-related information beneficial to you
- **Fundraising:** We may contact you regarding fundraising efforts, though you may opt out
- **FDA Compliance:** Reporting adverse effects of treatments or supplements for public safety
- **Workers' Compensation:** Disclosing information as required by laws governing work-related injuries
- **Public Health:** Sharing information to prevent disease or comply with health regulations
- **Law Enforcement & Government Agencies:** Providing information in response to subpoenas, investigations, or legal proceedings

阿是健康 (Ashi Healing and Acupuncture Inc.)

HIPAA 隐私权通知 (HIPAA Notice of Privacy Practices)

目的 (Purpose)

本通知描述了您的医疗信息如何被使用和披露，以及您如何获取这些信息。请仔细阅读。

了解您的健康记录/信息 (Understanding Your Health Record & Information)

每次您就诊于医院、医生或其他医疗机构，都会建立一份医疗记录。通常，此记录包含您的症状、检查和测试结果、诊断、治疗方案及未来的治疗计划。您的健康记录用于以下目的:

- 规划您的医疗和治疗方案
- 作为医疗专业人员之间的沟通工具
- 记录您所接受的医疗服务的法律文件
- 供保险公司或第三方支付机构验证账单上的服务是否真实提供
- 医疗专业人员的教育工具
- 医学研究的数据来源
- 公共卫生机构用于改善全民健康的信息来源
- 设施规划和市场分析的数据来源
- 用于评估和改进医疗质量的工具

了解您的医疗记录以及您的健康信息如何被使用将帮助您:

- 确保信息的准确性
- 更好地了解您的健康信息何时、何地、由谁以及为何被访问
- 在授权他人使用或披露您的信息时做出明智决定

您的健康信息权利 (Your Health Information Rights)

尽管您的健康记录是提供医疗服务的机构或医生的财产，但其中的信息属于您。您有以下权利:

- 请求对某些用途和披露的限制
- 要求获得本隐私政策的纸质副本

- 检查和/或获取您的健康记录副本（可能需支付费用）
- 请求修改或更正您的健康记录
- 获取您的健康信息的披露记录
- 请求以不同的方式或在不同地点接收您的健康信息
- 撤销您对健康信息使用或披露的授权（但不影响已发生的行为）

我们的责任 (Our Responsibilities)

阿是健康中医养生中心承诺：

- 维护您的健康信息隐私
- 向您提供本隐私权通知，并说明我们收集和维护的健康信息的隐私政策
- 遵守本通知的条款
- 如果无法满足您的特定请求，将通知您原因
- 满足您合理的保密通信请求

我们保留更改本隐私政策的权利，任何更改将适用于我们维护的所有受保护健康信息。除本通知所述情况外，我们不会在未经您授权的情况下使用或披露您的健康信息。

获取更多信息或报告问题 (For More Information or to Report a Privacy Concern)

如果您有任何疑问，或认为您的隐私权利受到侵犯，可联系我们的 隐私官 (Privacy Officer)：
电话：781-389-5194
邮件：Privacy Officer, Ashi Healing and Acupuncture Inc.
4063 Fallwood Ct, Pleasanton, CA 94588

您还可以向 美国卫生与公众服务部 (Secretary of Health and Human Services) 提出投诉。我们保证不会因投诉而对您进行任何报复。

治疗、付款和医疗运营中的信息披露 (Examples of Disclosures for Treatment, Payment, and Healthcare Operations)

治疗用途 (Treatment)

您的健康信息可能会在提供医疗服务的医生和护理人员之间共享，以确保您的治疗方案连贯有效。例如，我们可能会将您的检查结果或病史发送给相关医疗专家，以协助您的健康管理。

付款用途 (Payment)

您的医疗账单可能会发送给您或您的保险公司/第三方支付机构。其中可能包含您的姓名、诊断、治疗项目及服务详情，以便支付机构确认账单的真实性。

医疗运营用途 (Healthcare Operations)

我们可能会将您的健康信息用于内部质量管理和医疗改进，包括:

- **质量改进 (Quality Improvement)：** 医疗团队会审查您的医疗记录，以评估治疗效果并改进医疗服务。
- **业务合作伙伴 (Business Associates)：** 某些服务可能由第三方提供，我们可能会向这些合作方披露您的健康信息，但要求他们采取严格的隐私保护措施。
- **家属通知 (Notification)：** 在必要情况下，我们可能会向您的家人或指定联系人披露您的健康状况或所在位置。
- **与家人沟通 (Communication with Family)：** 依照专业判断，我们可能会与您的家人或其他您指定的人员分享与您的治疗相关的信息。
- **医学研究 (Research)：** 若研究获得伦理委员会批准，您的健康信息可能会用于医学研究，以帮助改善医疗技术。
- **殡葬及器官捐献 (Funeral Directors & Organ Donation)：** 法律允许的情况下，我们可能会与殡葬机构或器官捐献组织分享必要的信息。

其他法律要求或许可的信息披露 (Other Required or Permitted Disclosures)

- **沟通 (Communication)：** 我们可能会联系您，提供预约提醒，或提供可能有助于您健康的治疗建议和服务信息。
- **募捐 (Fundraising)：** 我们可能会联系您参与募捐活动，但您可以选择退出。
- **食品药品管理局 (FDA) 合规性 (FDA Compliance)：** 我们可能会向 FDA 报告药物或治疗的不良反应，以保障公众健康。
- **工伤赔偿 (Workers' Compensation)：** 在法律允许的范围内，我们可能会披露您的健康信息，以协助处理工伤赔偿。
- **公共卫生 (Public Health)：** 根据法律规定，我们可能会向公共卫生机构报告传染病或其他可能影响公共健康的信息。
- **执法机构及政府机关 (Law Enforcement & Government Agencies)：** 在法律要求或法院传票的情况下，我们可能会向执法机构提供必要的信息。