

Laura Loterszpil,  
Licensed Acupuncturist.

## Privacy of Notice

**This notice, and the accompanying Practice Regarding Disclosure of Health Information,** describe how health information about you may be used and disclosed, and how you can get access to your health information.

This notice are given to all individuals receiving care. Please review this information carefully.

### **Understanding your health record:**

A record is made each time you come to get treatment or consultation from Laura Loterszpil, Lic. Ac. Your symptoms, the practitioner's judgment and a plan of services are recorded. This record form the basis for planning your care and treatment/consultation at future visits, and also serves as a means of communication among other health professionals who may contribute to your care. Understanding what information is retained in your record and how that information may be used will assist you to ensure it is accurate and make informed decisions about who, what, when, where and why others may be allowed access to your health information.

### **Understanding Your Health Information rights**

Your health record is the physical property of Laura Loterszpil but the content is about you, and therefore belongs to you. You have the right to review or obtain a paper copy of your health record, and to request the appropriate amendments be made to your health record. You have the right to request restrictions, to authorized disclosure of the records to others and to be given an account of those disclosures. Other than activity that has already occur, you may revoke any further authorizations to use or disclose your health information. Should we need to contact you you have the right to request communication by alternate means or to alternate locations.

### **Our Responsibility**

Laura Loterszpil is required to maintain the privacy of your health information and to provide you with this notice of privacy of practices. We are required to follow the terms of this notice and to notify if we were unable to grant your request to disclose or restrict disclosure of your health information to others. Laura Loterszpil reserves the rights to change its practices and promises to make a good faith effort to notify you of any changes. Other than for the reason describe in this notice, Laura Loterszpil agrees not to use or disclose your health information without your content.

**To receive additional information or report a problem, you may contact the administrator of the clinic you are visiting Laura Loterszpil.** If you believe your private rights have been violated, you have the right to file a complaint with us and/or with the US Secretary of Health and Human Services. with no fear of retaliation by this office.

LAURA LOTERSZPIL  
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OFFICE OF CIVIL RIGHTS: U.S. Department of Health and Human Services: 200  
Independence Avenue, S.W. Room 509 F, HHH building Washington DC 20201 1.800-368-1019

