



NOTICE OF PRIVACY PRACTICES

Effective Date: 4/14/03

Revised: 5/1/08

This Notice describes how medical information about you may be used and disclosed and how you can get access to this information.

Please Review it Carefully.

Beaverton Naturopathic Medicine, LLC is required by law to:

- Make sure that your medical information is protected
- Give you this Notice describing our legal duties and privacy practices with respect to your medical information
- Follow the terms of the Notice that is currently in effect.

Beaverton Naturopathic Medicine, LLC (BNM) understands that your health information is personal. We create and maintain a record with information about the care and services you receive here in order to provide you with quality care and to comply with the law. This Notice of Privacy Practices applies to all information about your care that BNM may create, maintain, or receive. This includes information that BNM receives from other doctors and medical facilities, but that BNM keeps to help give you better care. The Notice tells you about the ways we may use and share your health information, as well as the legal duties we have about your health information.

Disclosure of Your Health Care Information

Treatment

We may disclose your health care information to other healthcare professionals within our practice for the purpose of treatment, payment or healthcare operations.

Payment

We may disclose your health information to your insurance provider for the purpose of payment or health care operations.

Workers' Compensation

We may disclose your health information as necessary to comply with State Workers' Compensation Laws. These programs provide benefits for work-related injuries or illness.

Emergencies

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care about your medical condition or in the event of an emergency or of your death.

BEAVERTON NATUROPATHIC MEDICINE, LLC

4085 SW 109TH AVENUE, SUITE 200 BEAVERTON, OR. 97005

PHONE: 503.643.1024 FAX: 503.644.1293

Public Health

As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting to the Food and Drug Administration problems with products and reactions to medications, and reporting disease of infection exposure.

Judicial and Administrative Proceedings

We may disclose your health information in the course of any administrative or judicial proceedings.

Law Enforcement

We may disclose your health information to a law enforcement official for purposes such as identifying or locating a subject, fugitive, material witness or missing person, complying with a court order or subpoena, and other law enforcement purposes.

Deceased Persons

We may disclose your health information to coroners or medical examiners.

Organ Donation

If you are an organ donor, we may disclose your health information to organizations involved in procuring, banking, or transplanting organs and tissues.

Research

We may use and disclose medical information about our patients for research purposes, subject to the confidentiality provisions of state and federal law.

Public Safety

It may be necessary to disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.

Specialized Government Agencies

We may disclose your health information for military, national security, prisoner and government benefits purposes.

Marketing

We may contact you for marketing purposes or fundraising purposes. This may include telephone calls as a reminder for scheduled appointments.

Change of Ownership

In the event that Beaverton Naturopathic Medicine, LLC is sold or merged with another organization, your health information and records become property of the new owner.

Your Health Information Rights

- You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that Beaverton Naturopathic Medicine, LLC is not required to agree to the restrictions that you request.

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- You have the right to have your health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request.
- You have the right to inspect and copy your health information.
- You have the right to request that Beaverton Naturopathic Medicine Clinic, LLD amend your protected health information. Please be advised, however, that Beaverton Naturopathic Medicine, LLC is not required to amend your protected health information. If your request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.
- You have the right to receive an accounting disclosure of your protected health information made by Beaverton Naturopathic Medicine, LLC.
- You have the right to a paper copy of this Notice of Privacy Practices at any time upon request.

Changes to this Notice of Privacy Practices

Beaverton Naturopathic Medicine, LLC reserves the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, Beaverton Naturopathic Medicine, LLC is required by law to comply with this Notice.

Beaverton Naturopathic Medicine, LLC is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have any questions about any part of this notice or if you want more information about your privacy rights please contact: Dr. Sara Wood by calling this office at (503) 643-1024. If Dr. Wood is not available, you may make an appointment for a personal conference in person or by telephone.

Complaints

Complaints about your Privacy rights, or how Beaverton Naturopathic Medicine, LLC has handled your health information should be directed to Dr. Sara Wood by calling this office at (503) 643-1024. If Dr. Wood is unavailable, you may make an appointment for a personal conference in person or by telephone.

If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to:

DHHS, Office of Civil Rights
200 Independence Avenue, S.W.
Room 509F HHH building
Washington, D.C. 20201

I have read the Privacy Notice and understood my rights contained in this Notice.

By way of signature, I provide Beaverton Naturopathic Medicine, LLC with my authorization and consent to use and disclose my protected health care information for the purpose of treatment, payment and health care operations as described in the Privacy Notice.

Judy E. Peabody, ND _ Chris D. Meletis, ND _ James F. Hermes, ND _ Sara G. Wood, ND