

# Associates For Creative Wellness, Inc. ®



## Associates For Asian Healing Arts

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### Notice to Clients/Patients Re: PRIVACY INFO

All records of clients/patients are kept in a locked drawer in this office when the office is unstaffed.

Access to client/patient folders is limited to the acupuncturist or bodyworker who is treating the client/patient and to office personnel who may need to file folders, retrieve them from files or copy them per client/patient request.

You have the right to review your records and request amendments or corrections. You also have the right to request an accounting of the information and disclosures made by the acupuncturist or Asian bodywork therapist.

No one in this office is permitted to disclose information about a client to insurance companies, doctor's offices, lawyer's offices, or anyone outside of this office who is requesting information about a client without a signed client authorization form. (Form is located in client's folder).

For complete information see Notice of Privacy Practices.

In accordance with new Federal Regulations regarding a patient's privacy, please read and sign the following:

I \_\_\_\_\_ give permission to AAHA to do the following:  
(please print)

- Confirm appointments by phone # \_\_\_\_\_
- Leave message on answering machine to confirm appointment
- Leave message on answering machine regarding any phase of my healthcare
- Release medical information requested by another treating physician or health institution

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature