

## HIPPA Notice of Privacy Practices

The Health Insurance Portability and Accountability Act of 1996 (HIPPA)

**For Shelley Chiropractic**  
528 N State Street Shelley, ID 83274

**How we collect information about you:** Shelley Chiropractic and its employees including their massage therapist collect data through a variety of means including, but not necessarily limited to, letters, phone calls, emails, voicemails, and from the submission of health history forms that is either required by law, or necessary to process treatment or other requests for assistance through our organization.

**What we do not do with your information:** Information about your financial situation and medical conditions and care that you provide to us in writing, via email, on the phone (including information left on voicemails), contained in or attached to the health history form, or directly or indirectly given to us, is held in strictest confidence. We do not give out, exchange, barter, rent, sell, lend, or disseminate any information about applicants or clients who apply for or actually receive our services that is considered patient confidential, is restricted by law, or has been specifically restricted by a patient/client in a signed HIPPA consent form.

**How do we use your information:** Information is only used as is reasonably necessary to process your health history form or to provide you with health or counseling services which may require communication between Shelley Chiropractic and health care providers, medical product, or service providers, pharmacies, insurance companies, and other providers necessary to: verify our medical information is accurate; determine the type of medical supplies or any health care services you need including, but not limited to; to obtain or purchase any type of medical supplies, devices, medications or insurance.

**Warning:** If you apply or attempt to apply to receive assistance through us and provide information with the intent or purpose of fraud or that results in either an actual crime of fraud for any reason, including willful or un-willful acts of negligence whether intended or not, or in any way demonstrates or indicates attempted fraud, your non-medical information can be given to legal authorities including police, investigators, courts, and/or attorneys or other legal professionals, as well as any other information permitted by law.

**Limited right to use non-identifying personal information from biographies, letters, notes, and other sources:** Any pictures, stories, letters, biographies, correspondence, or thank you notes sent to us become exclusively property of Shelley Chiropractic. We reserve the right to use non-identifying information about our clients (those who receive services or goods from or through us) for fundraising and promotional purpose that are directly related to our mission. Clients will not be compensated for use of this information and no identifying information (photos, addresses, phone numbers, contact information, last names or uniquely identifiable names) will be used without client's expressed advanced permission.

**For your information:** You may specifically request that NO information be used whatsoever for promotional purposes, but you must identify any requested restrictions in writing. We respect your right to privacy and assure you no identifying information or photos that you send to us will ever be publicly used without your direct or indirect consent.