

## NOTICE OF PRIVACY PRACTICES

*This notice describes how health information about you may be used and disclosed and how you can get access to this information.*

*PLEASE REVIEW IT CAREFULLY. THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.*

### OUR LEGAL DUTY:

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect 4/14/03, and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the Information listed at the end of this Notice.

It is our practice to post the names (each week) of all new patients on our welcome board located in the entrance of our office. If for any reason, you do not wish to have your name displayed, we will certainly honor your request. All patients are seen in a private consultation room at their initial visit.

Our caring and informed staff will make every effort to be sure each patient is comfortable with communication in our treatment area. A private treatment room is available to those wishing more privacy.

Upon completion of treatment you will be given the opportunity to have a complimentary professional photo taken of you to be displayed on our "Wall of Fame". Participation is voluntary.