



Your Privacy and Your Rights

By the office of P. Leilani Berry, LMT
Therapeutic Massage
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What are your rights? You can both see and get a copy of your file and medical records.

You can make a change or addition to the file.

You can withdraw or take back your ok/consent for us to share your information.

You can make special requests on how and with whom we give out your information.

You can file a complaint: see last item on this form.

Our Policies to Protect Your Records:

We consider the security of your records and privacy very important.

Anyone we work with who might be able to see your records for photocopying, billing or clerical work, must be trained on our privacy and security rules and must agree to them in writing.

It is our responsibility to:

- Keep your records private
- Give you this notice
- Follow these terms
- Accommodate any special requests you may have on how and with whom we give your information
- And notify you if you are unable to follow a request.

An example of a request:

If you would prefer not to get reminder text messages from our office, just let us know.

Who can see your records without your written ok?

To the extent necessary to follow the law, we may give out health information to workers compensation or similar programs, public health or legal authorities who prevent and control disease, injury or disability and law enforcement.

If we commit a crime or endanger patients, workers or the public, an overseeing health agency would potentially be able to get your records for your protection.

What are your health records?

- Any personal information that can identify you
- Chart notes
- Medical history and session intakes
- Payments and checks
- Progress notes
- Letters to your referring doctor or other health care providers
- Correspondence with your attorney, if you have one
- Your insurance information and benefit explanations
- Your referral or prescription
- Any documentation we make regarding your massage treatment and payments

Please ask us questions!

If you have any concerns please contact our Privacy Manager,
P. Leilani Berry, LMT 206-914-3885 leilani@leilanimassage.com

If you believe your privacy rights have been violated, you can file a complain with the Office for Civil Rights, US Department of Health and Human Services here <https://www.hhs.gov/hipaa/index.html>

