

**Casco Bay Acupuncture & Massage (CBAM)**  
**How I Protect Your Health Information And Privacy**  
**(HIPPA Notice)**

Dear Patient,

This notice describes Tennyson Towl's policy at CBAM for how medical information about you may be used and disclosed, how you can get access to this information and how your privacy is being protected.

In order to maintain the level of service that you expect from this office, I may need to share limited personal information and financial information with your insurance company, with Worker's Compensation (and your employer as well in this instance), or with other medical practitioners that you authorize.

**Safeguards in place at the CBAM office include:**

Limited access to facilities where information is stored.

Policies and procedures for handling information.

Requirements for third parties to contractually comply with privacy laws.

All medical files and records (including email, regular mail, telephone and faxes sent) are kept on permanent file.

**Types of information I gather and use:**

In administering your health care, I gather and maintain information that may include non-public personal information.

About your financial transactions with me (billing information).

From your medical history, treatment notes, all test results, any letter, faxes, emails or telephone calls conversations to or from other health care practitioners.

From health care providers, insurance companies, workman's comp and your employer and other third party administrators (i.e. requests for medical records, claim payment information).

I value our relationship with you and respect your right to privacy. If you have questions about these privacy guidelines, please call me during regular business hours at 207-321-9070.

Sincerely,

Tennyson E. Towl L.Ac., LMT

Casco Bay Acupuncture & Massage

222 St. John St. Suite 132

Portland, ME 04102

207-321-9070 or [tennyson@cascobayacupuncturemassage.com](mailto:tennyson@cascobayacupuncturemassage.com)

[www.tennyson@cascobayacupuncturemassage.com](http://www.tennyson@cascobayacupuncturemassage.com)

# Casco Bay Acupuncture & Massage (CBAM)

## Consent for the Purposes of Treatment, Payment and Health Care Operation (HIPPA Acknowledgment)

I consent to the use of or disclosure of my identifiable health information by Tennyson Towl L.Ac., LMT at CBAM for the purpose of traditional Chinese medical diagnosis or providing treatment to, obtaining payment or to conduct health care operations. I understand that traditional Chinese medicine diagnosis or my treatment by Tennyson Towl L.Ac., LMT may be conditioned upon my consent as evidenced by my signature of this document.

I understand that I have a right to request a restriction of how my identifiable health information is used or disclosed to carry out treatment, payment or health care operations. Tennyson Towl L.Ac., LMT is not required to agree to the restrictions that I may request. However, if Tennyson Towl L.Ac., LMT agrees to a restriction that I request, the restriction is binding upon Tennyson Towl L.Ac., LMT. I have the right to revoke this consent, in writing, at any time except to the extent that Tennyson Towl L.Ac., LMT has taken action on reliance of this consent.

My identifiable health information means health information, including demographic information, collected from me and created or received by my practitioner, another health care provider, a health plan, my employer or another health care provider. This identifiable health information is related to my past, present, or future physical or mental health or condition and identifies me, or there is reasonable basis to believe the information may identify me.

I understand that I have the right to review Tennyson Towl L.Ac., LMT's Notice of Privacy Practices prior to signing this document. The Notice of Privacy Practices describes the types of uses and disclosure of my identifiable health information that will occur in my treatment, payment and in the performance of the health care operations. The Notice of Privacy Policy Practices describes my rights and the duties of Tennyson Towl L.Ac., LMT with respect to my identifiable health information.

Tennyson Towl L.Ac.,LMT reserves the right to change information contained in the Notice of Privacy Practices at any time. I may obtain a revised Notice of Privacy Practices by requesting a copy of the most current notice.

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Signature of Patient or Authorized Representative

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Date

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Printed Name and Relationship to Patient

