

**To our valued patients:**

The misuse of Personal Health Information (PHI) has been identified as a national problem causing patients inconvenience, aggravation and money. We want you to know that all of our employees, managers and doctors continually undergo training so that they may understand and comply with government rules and regulation regarding the Health Insurance Portability and Accountability Act (HIPAA) with particular emphasis on the "Privacy Rule". We strive to achieve the very highest standards of ethics and integrity in performing services for our patients.

In our efforts to comply with the Health Information Privacy Act, HIPPA, we need to be certain that we guard your privacy according to your wishes when it comes to family, friends, or administrative staff.

**Please circle your response to the following:**

- |                                                                                                                     |     |    |
|---------------------------------------------------------------------------------------------------------------------|-----|----|
| May we leave messages on your voicemail at work?                                                                    | YES | NO |
| May we leave Messages on an answering machine at home?                                                              | YES | NO |
| May we discuss your appointments/treatment with your spouse?                                                        | YES | NO |
| For any children over the age of 19 may we discuss your appointments/ treatment with your parent(s) or guardian(s)? | YES | NO |

You must inform us, in writing, of any changes in your directives. This record will be kept in your file along with your acknowledgement of receipt of your Notice of Policy Practices.

Signature\_\_\_\_\_

Date\_\_\_\_\_