

Outlook Health Services (Clinics in Mora, Cambridge, North Branch and Chisago City)

PO Box 813

North Branch, MN 55056

Outlook Clinic’s Commitment to Protecting the Privacy of Your Health Information

Outlook Clinic has always gone to great lengths to protect the privacy and security of your health information. Federal laws provide you with rights to access your health information and understand how it is being used. This form is being given to you to help summarize the “*Outlook Clinic – Notice of Privacy Practices*” document. The *Notice of Privacy Practices* describes in detail how Outlook protects your health information and your rights related to your health information.

Summary of the Federal Privacy Regulations and Outlook’s Notice of Privacy Practices

All health care providers are required to follow standard federal privacy regulations. These privacy regulations are part of the Health Insurance Portability and Accountability Act – HIPAA for short. HIPAA will help protect the privacy of your health information in these ways:

1. **Defines individual health information** – HIPAA tells us what is considered to be health information. It includes an individual’s health and billing information in any format – electronic, paper or oral.
2. **Defines healthcare organizations** – HIPAA tells us what kinds of organizations must follow these standard privacy regulations. HIPAA covers physicians, hospitals, health plans, claims clearinghouses and many other organizations that are involved in the health care delivery process.
3. **Defines individual rights over your health information** – HIPAA provides you with rights to help you understand and control how your health information is being used. A document called *Outlook Health Services – Notice of Privacy Practices* will be provided to you. This document explains in detail how Outlook will use and release your health information. Included in this document are descriptions of your rights to:
 - Access to your health information
 - Request an amendment or correction to your health information
 - Authorize non-routine disclosures of your health information
 - Request a history of where your health information has been released outside of Outlook
 - File a formal complaint if you feel your privacy rights have been violated.

For more information about Outlook’s privacy practices:

HIPAA regulations are intended to protect the privacy of your health information, yet allow the appropriate flow of information necessary to care for you. Outlook takes these regulations seriously and we will do our best to protect your privacy while providing you with the highest quality health care services available. Please review the *Notice of Privacy Practices* for more information about how Outlook protects your privacy. You may also contact Outlook at 651-674-4570 for additional copies of the *notice*, if you have questions about the privacy of your health information or if you have suggestions as to how we can better protect your privacy.

Acknowledgement of Receipt of the Notice of Privacy Practices

Federal regulations require that Outlook obtain proof that clients have received the *Notice of Privacy Practices*. My signature below indicates only that I have received a copy of Outlook’s *Notice of Privacy Practices*, not that I have read it or agree with its contents.

Print name of client

Signature of client

Date