

Satori Network Wellness, LLC
1495 Garden of the Gods Road, #110
Colorado Springs, CO 80907
Phone: (719) 785 1175

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Satori Network Wellness, LLC is required, by law, to maintain the privacy and confidentiality of your protected health information and to provide our patients with notice of our legal duties and privacy with respect to your protected health information.

How Your Health Care Information Will Be Used

Medical information, including health history, is collected from you upon your initial visit and on subsequent visits, and is then stored on your medical chart and in your patient file.

Your medical chart is referred to in this practice as a "travel card" and contains the most relevant information the doctor needs during your visits. While you are in active patient, your travel card is stored in an open filing system that is accessible to our staff. This open filing system is off-limits to non-employees.

Any additional medical information or related documents are stored in your patient file. Active and non-active patient file are kept in secured storage and are off-limits to non-employees.

Medical information will be used in the assessment of your condition and in the need for health care or referral purposes. Some of your medical information will be transferred to a computer program for the purposes of retrieval, storage, scheduling, billing and payment purposes. In addition, medical information can be disclosed to health insurers for the purpose of patient reimbursement of services.

The medical information contained on your travel card and in your patient file will be stored by Satori Network Wellness, LLC for a period of no less than seven (7) years.

Disclosure of your health Care Information

Treatment

We may disclose your health care information to the other doctors and staff within our practice for the purpose of treatment, payment or healthcare operations.

In addition, we may also disclose your health care information to the person or persons responsible for your health care, such as a parent, other family members or a nurse. On occasion, it may be necessary to seek consultation regarding your condition for other health care providers associated with Satori Network Wellness, LLC

Payment

We do not bill any insurance company directly. However, as a courtesy we can provide you with an itemized billing that you can submit to your insurance company for reimbursement. This billing statement contains medical information, including diagnosis, date of injury or condition, and codes which describe the health care services received.

In the event of an overdue balance, it is our policy to send a billing notice to your primary address on file. This billing notice does not contain medical information, but will contain the dates of your recent visits and a listing of overdue charges.

Emergencies

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care about your medical condition or in the event of an emergency or of your death.

Incidental Disclosure

Satori Network Wellness, LLC maintains an open adjusting room and an open reception area. The doctors and staff may need to discuss an aspect of your health care or health care information with you while you are in these areas, such as when scheduling appointments, collecting payment or during your adjustment. While these communications are

intended to be private, please know that it may not be possible to prevent another patient from overhearing these conversations. If you need to have a completely private discussion with the doctor regarding your care, you may request to have your adjustments at a private time. Additional office visit fee may apply.

In addition, during your adjustment your travel card will be kept on a table next to you for the purpose of the doctor recording notes. While not immediately viewable by other patients, your travel card does contain medical information and will be in a supervised but open area.

As a courtesy to our patients, it is our policy to make a reminder call to your home or work after any missed appointments. If you are not at home or at work, we leave a reminder message on your answering machine or with the person answering the phone. No personal health information will be disclosed during this recording or message other than a request to call our office to reschedule your appointment.

As an additional courtesy, it is also our policy to call your home or work on the working day prior to any scheduled report or findings, SRI or reevaluation appointments. As stated above, if you are not at home or at work, we leave a reminder message on your answering machine or with the person answering the phone. No personal health information will be disclosed during this recording or message other than the date and time of your scheduled report of findings, SRI or reevaluation appointment along with a request to call our office if you need to cancel or reschedule your appointment.

Satori Network Wellness, LLC may from time to time offer various classes or groups. Sign-up sheets for these groups will be available to patients at the front reception desk. These sign-up sheets will not contain any personal health information, but will display the topic of the class or group and the name and phone number of each person who has signed up.

During these classes or groups, patients may be asked to share about their medical or health experiences for the purposes of education or other group purposes while other practice members are present. Participation in this type of activity during these classes or groups is not mandatory.

We may, as a courtesy, place reminder calls prior to these scheduled classes and groups to the people who have signed up. Of you are not at home or at work, we will leave the reminder message on your answering machine or with the person answering the phone. Again, no personal health information will be disclosed during this recording or message other than the date and time of the upcoming class or group along with a request to call our office if you need to cancel or reschedule.

These courtesy calls are made during normal business hours at the open reception area, and as such these calls may be overheard by patients in the reception area at that time.

When a new patient begins to receive care from Satori Network Wellness, LLC , it is our practice, as a token of gratitude, to give thank-you card to the patient that referred them, if any.

Public Health

As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting to the Food and Drug Administration problems with products and reactions to medication, and reporting disease or infection exposure.

Judicial and Administrative Proceedings

We may disclose your health information in the course of any administrative or judicial proceeding.

Law Enforcement

We may disclose your health information to a law enforcement official for purposes such as indentifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena, and other law enforcement purposes.

Deceased Persons

We may disclose your health information to coroners or medical examiners.

Research

With your prior authorization, we may disclose your “de-personalized” health information (i.e. health information that has been stripped of any information that can link it to specific person, such as your name, address, social security number, etc.) to researchers conducting research that has been approved by an Institutional Review Board.

Public Safety

It may be necessary to disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.

Specialized Government Agencies

We may disclose your health information for military, national security, prisoner and government benefits purposes.

Change of Ownership

In the event that Satori Network Wellness, LLC is sold or merged with another organization, your health information/record will become the property of the new owner.

Your Health Information Rights

You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that Satori Network Wellness, LLC is not required to agree to the restriction that you requested.

- You have the right to have your health information received or communicated through alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request.
- You have the right to inspect and copy your health information. Per Colorado law, upon proper notification and request, copy of your health information will be provided to you within 5 working days.
- You have the right to request that Satori Network Wellness, LLC amend your protected health information. Please be advised, however, that Satori Network Wellness, LLC is not required to agree to amend your protected health information. If your request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.
- You have the right to receive an accounting of disclosures of your protected health information made by Satori Network Wellness, LLC.
- You have the right to a paper copy of this Notice of Privacy Practices at any time upon request.

Changes to this Notice of Privacy practices

Satori Network Wellness, LLC reserves the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective to all information that it maintains. Until such amendment is made, Satori Network Wellness, LLC is required by law comply with this Notice.

Satori Network Wellness, LLC is required to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about your privacy rights, please contact Dr. Audrey Siow by calling this office at 719-963 6333. If Dr. Audrey Siow is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days.

Complaints

Complaints about your Privacy rights, or how Satori Network Wellness, LLC has handled your health information should be directed to Dr. Audrey Siow by calling the office at 719 963 6333. If she is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days.

If you are not satisfied with the manner in which tis office handles your complaint, you may submit a formal complaint to: DHHS, Office of Civil Rights, 200 Independence Avenue, S.W. RM 509F HHH Building, Washington, DC 20201

This notice is effective as of Jan 5, 2009

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Our Purpose: A Statement of Clinical Objective

Hello and welcome to our chiropractic office. This statement explains our approach to chiropractic and healing, and defines our mutual responsibilities in this exciting relationship.

The following concepts are central to the way in which we practice chiropractic.

Innate Intelligence and Healing

- There is an intelligence within you that not only keeps you alive but also animates, coordinates, repairs, renews, empowers and heals you.
- The nervous system coordinates this innate intelligence.
- Alteration in the nervous system's shape, position, tone or tension within your spine will block, inhibit or redirect the expression of this intelligence.
- Spinal subluxation are an interference with the nervous system's ability to send, receive and coordinate life force and intelligence.
- To the extent that this life power is blocked or redirected, proper coordination. Repair, movement, inspiration, empowerment, healing and genetic potential cannot occur.
- Chiropractic adjustments (aka entrainments) given in this office are intended to correct vertebral subluxation to allow greater communication of this life power. This promotes better health.
- Healing is an inside job. It's coordinated by the same power that develops and renews your body.

Symptoms

- Symptoms are not necessarily a sign of illness. They may simply be a warning.
- Symptoms do not necessarily indicate your current health or your prognosis.
- Symptoms do not necessarily correlate to the location or severity of subluxations that need to be adjusted. You may have symptoms but do not need an adjustment during your visit. Or you may have no symptoms but require extensive adjustments.
- We do not treat specific symptoms, conditions or ailments other than vertebral subluxations. We do not imply that any particular adjustment or series of adjustments will have a direct effect on any symptoms or condition.
- If you are concerned about symptoms or ailments, you should consult a physician.

Medication that may interfere

- Drugs may interfere with the nervous system and may prolong the time necessary for spinal correction. Such drugs include pain relievers, muscle relaxers, anti-inflammatory compounds and mood altering medication.
- We do not advice on medication. If you are on medication, speak to your physician to determine the objectives of that treatment and determine whether it is consistent with your desire for wellness. Your physician may help you change your medication or treatments. In many cases, medication requirements can change during chiropractic treatment as the mind-body advances from illness to health.
- We locate and adjust vertebral subluxation using the most honoring and effective techniques. In this way, we help you reach a greater level of wellness, elasticity, personal growth, empowerment and healing.

The spinal adjustments (aka entrainments) offered in this office are not a replacement for any form treatments provided by other types or practitioners. You are not being treated for any condition symptom other than vertebral subluxation. This office offers chiropractic as a form of health and wellness care to promote natural mechanisms for self healing and empowerment as compared with specific target treatment.