

NOTICE OF PRIVACY PRACTICES
OFFICIAL HIPAA NOTICE
Version 2026

Dear Patient,

At Dr. Xie's Acupuncture Clinic, we are committed to protecting your privacy and the confidentiality of your records. To this end, we have designed a comprehensive program in our office. All personnel have been sufficiently trained and sensitized to not only the state and federal requirements, but to the ethical handling of your personal information.

This information was prepared to comply with the federal regulations that enforce the Health Insurance Portability and Accountability Act of 1996, which is known as HIPAA. These new regulations effective April 14th, 2003 set forth certain legal requirements regarding how hospital and healthcare providers must protect your medical records. This information explains the details and your rights under the law and activities associated with Dr. Xie's Acupuncture Clinic. You will be asked to sign an additional section on the consent form, verifying that you have received this Notice of Privacy Practices information.

Here are a brief summary of your rights and our policies. Dr. Xie's Acupuncture Clinic may use your record in the following ways:

1. Acupuncturists and qualified personnel may use it to provide you with care.
2. Talk to you about an appointment.
3. Talk to your family or friends with your permission.
4. Help us follow State and Federal regulations and rules.
5. Comply with legal requirements, subpoenas, or court orders.
6. Inform you of other services that may be of benefit to you.
7. Make a request for payment from your insurance company.

Your record is the physical property of Dr. Xie's Acupuncture Clinic LLC.; however, the information contained in the record belongs to you.

You have the rights to:

1. You can review and request a copy of the information used to design and carry out your procedure.
2. You can ask us to amend the information, which you feel is wrong or incorrect.
3. You can ask us to restrict the information we share about you.
4. You can ask us to communicate with you in a certain way or place.
5. You can request a list of who has received your records.
6. You can submit a complaint.

Our goal is to provide the highest quality Acupuncture and Chinese herbal consultation service to you and your family. You have put your trust in us, and we promise to guard that trust. If you have any questions, or need to report a problem, call, Dr. Jinhua Xie at 847-.6308798

Sincerely,



Jinhua Xie PhD LAc,

Our Responsibilities

- Maintain the privacy of your information,
- Provide you with this notice as to our legal duties and privacy practices with respect to information we collect and maintain about you,
- Abide by the terms of this notice,
- Notify you if we are unable to agree to a requested restriction, and
- Accommodate reasonable requests you may have to communicate information by alternative means or at alternative locations.

We reserve the right to change our practices and to make the new provisions effective for all protected information we maintain. Should our information practices change, we will mail a revised notice to the address you've supplied us, or if you agree, we will e-mail the revised notice to you.

We will not use or disclose your information without your authorization, except as described in this notice. We will also discontinue to use or disclose your information after we have received a written revocation of the authorization according to the procedures included in the authorization.

For More Information or to Report a Problem

If you believe that Dr. Xie's Acupuncture Clinic personnel have violated your privacy rights in this notice, you may file a complaint with Dr. Xie's Acupuncture Clinic, Office of Privacy, Office of Civil Rights, or with US Department of Health and Human Services. To file a complaint with either entity, please call Dr. Jinhua Xie at (847) 630-8798. Filing a complaint will not affect the services you receive from Dr. Xie's Acupuncture Clinic.

Examples of Disclosures for Services and Procedures

We will use your information for acupuncture service and herbal consultation.

For example: Information obtained by an acupuncturist/herbal consultant or other member of the team will be recorded in your record and used to determine procedures and services that should work best for you. Your consultant will document in your record his or her expectations of the members of the team. Members of the team will then record the actions they took and their observations. In that way, the consultant will know how you are responding to the procedures.

We will use your information for payment. For example: A bill may be sent to your or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your evaluation, procedures, and services used.

We will use your information for improvement of office management. For example: Managers may use information in your record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the service we provide.

Business Associates: There are some services provided in our office through contacts with business associates. We may disclose your information to our business associate so that they can perform the job we've asked them to do. To protect your information, however, we require the business associates to appropriately safeguard you information.

Appointment Reminders: Our clinic may use and disclose your information to contact you and remind you of an appointment.

Notification: We may use or disclose information to notify or assist in notifying a family member, personal representation, or another person responsible for your care, you location, and general condition.

Communication with Family: Consultations using their best judgment, may disclose to a family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in you care or payment related to your care.

Marketing: We may contact you to provide appointment reminders or information about service alternatives or other related benefits and services that may be of interest to you.

Food and Drug Administration (FDA): We may disclose to FDA information relative to adverse events and respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

Workers Compensation: We may disclose information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

Public Health: As required by law, we may disclose your information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

Correctional Institution: Should you be an inmate of a correctional institution; we may disclose to the institution or agents thereof information necessary for your health and the health and safety of other individuals.

Law Enforcement: We may disclose information for law enforcement purposes as required by law or in response to a valid subpoena.

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more clients, workers or the public.

Special Situations

Some types of medical and health information are very sensitive. HIPAA protects you from unauthorized release of information such as genetic, HIV/AIDS, mental health, alcohol, and substance abuse, artificial insemination, and sexual assault. In most circumstances this information cannot be released without your express permission or a court's order.

We may be required to release information as ordered by a court, judicial or administrative proceeding. In most cases written permission must be obtained to release documents obtained by healthcare providers and crisis counselors in cases of rape.

If you provide written permission to release information about you, you may revoke that permission in writing at any time. Please understand we cannot take back any information, which has already been released.

Notice of Privacy Practices

This notice describes how information about you may be used and disclosed and how you can get access to this information. Please review it carefully. All of the staff will follow this notice and will be collectively known as Dr. Xie's Acupuncture Clinic.

Our Pledge to You

We pledge to keep information that identifies you private.

We pledge to give you notice of our legal duties and privacy practices and notify you if they change.

We pledge to follow the state and federal rules regarding privacy policies.

Introduction

At Dr. Xie's Acupuncture Clinic, we are committed to protecting your information responsibly. This Notice of Privacy Practices describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected information. This Notice is effective October 21, 2013, and applies to all protected information as defined by federal regulations.

Understanding Your Record/Information

Each time you visit our office, a record of your visit is made. Typically, this record contains your symptoms, evaluations and procedures. This information, often referred to as your record, serves as a:

- Basis for consultation and procedure,
- Means of communication among qualified staff members who contribute to your care,
- Legal document describing the care you received,
- Means by which you or a third-party payer can verify that services billed were actually provided,
- A tool in educating health professionals,
- A source of information for public health officials charged with improving the health of this state and the nation,
- A source of data for our planning and marketing
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve,

Understanding what is in your record and how your information is used helps you to: ensure its accuracy, better understand who, what, when, where, and why others may access your information, and make more informed decisions when authorizing disclosure to others.

Your Privacy Information Rights

Although your record is the physical property of Dr. Xie's Acupuncture Clinic LLC, the information belongs to you. You have the right to:

- Obtain a paper copy of this notice of privacy practices upon request,
- Inspect and copy your record as provided for in 45 CFR 164.524. You must submit your request in writing to Dr. Xie's Acupuncture Clinic at 285 Peterson Rd., Libertyville, IL 60048, Attention: Dr. Jinhua Xie.
- Amend your record as provided in 45 CFR 164.528,
- Obtain an accounting of disclosures of your information as provided in 45 CFR 164.528,
- Request communications of your information by alternative means or at alternative locations,
- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522,
- Revoke your authorization to use or disclose information except to the extent that action has already been taken.

Risk of Bruising

Please be aware that any medical treatment that inserts a needle into the skin can result in bruising. Acupuncture needles are solid pre-sterilized stainless steel with a cone shaped tip. In most cases, they simply push the skin apart and slide painlessly into the tissue. Unlike hypodermic needles which cut the skin with a sharp, tip to insert a liquid, Acupuncture needles are less likely to cause bruising. **However, depending on your current medical condition, the location of the insertion or the need to stimulate the 'point/ strong sensation and bruising may occur.** In most cases, after the treatment you may feel as if the needle is still inserted even after it has been removed. This is a normal feeling. The stimulation of the points doesn't stop immediately after removing the needle. **If you get home and there is any swelling, bruising or soreness, simply place an ice cube in wet wash cloth and rub in gently on the point for a short time.** Most bruising will go away in a few days, to about a week, if it takes longer; please call the clinic. Some discoloration of the skin may be permanent, but this is rare. All medical procedures have risks and benefits; by signing the patient consent form you are acknowledging these risks.

If you have any question, please talk to Dr. Jinhua Xie before beginning your treatment.