

Notice of Privacy Practices (HIPAA)

Effective Date: March 16, 2026

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.

At Idaho Medical Massage, we are committed to protecting the privacy and confidentiality of your Protected Health Information (PHI). PHI includes information that can be used to identify you and relates to your past, present, or future physical or mental health or condition and related healthcare services.

1. Our Legal Duty

We are required by applicable federal and state law, including the Health Insurance Portability and Accountability Act (HIPAA), to maintain the privacy of your PHI. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your PHI. We must follow the privacy practices that are described in this Notice while it is in effect.

2. Collection of Information (What We Collect)

To provide clinically focused medical massage and to meet legal and insurance requirements, we may collect and create PHI and other personal information, including:

- Contact and identifying information: name, date of birth, address, phone number, email address, emergency contact, and photo ID.
- Insurance and billing information: carrier, member/group numbers, claims, referral/prescription info, payment history, and reimbursement documentation.
- Health and clinical information: history, intake forms, symptoms, functional limitations, diagnoses, medications, allergies, contraindications, and goals.
- Clinical notes and records: treatment plans, session/progress notes, and care coordination communications.
- Communications with us: messages, emails, and scheduling details.

3. Uses and Disclosures of Health Information (How We Use It)

- Treatment (Coordinating Care): To provide, coordinate, or manage your medical massage therapy. We may consult with your referring physician or primary care provider.
- Payment (Insurance Billing): To bill and collect payment from you, an insurance company, or a third party. This includes verifying coverage and documenting medical necessity.
- Healthcare Operations: For quality assessment, case management, accreditation, licensing, and business planning.

4. Secure Communications & Business Associates (BAAs)

We utilize third-party vendors for services such as HIPAA-compliant Electronic Health Records (EHR), secure email, and secure digital faxing.

- **Business Associate Agreements (BAAs):** In accordance with HIPAA, we maintain signed BAAs with our vendors. These contracts require vendors to safeguard PHI and use it only as permitted by law.
- **Security Technology:** Our systems utilize encryption, access controls, audit logs, and secure authentication to protect PHI.
- **Standard Email/Texting:** If you choose to communicate via standard (non-secure) email or text, there is a risk of interception. Upon your request for unsecure communication, we will document your preference and use reasonable safeguards, though you assume the potential risks.

5. Disclosures (When We May Share Information)

As permitted or required by law:

- With other healthcare providers involved in your care.
- With insurers and payers for billing and audits.
- As required by law (reporting obligations).
- Public health and safety activities.
- Legal proceedings (court orders/subpoenas).
- Law enforcement, coroners, or to avert a serious threat.

6. Your Rights (Patient Rights)

- Right to inspect and copy (Access).
- Right to request an amendment to incorrect/incomplete information.
- Right to an accounting of disclosures (non-routine disclosures for up to 6 years).
- Right to request restrictions on use or disclosure.
- Right to request confidential communications (alternative means/locations).
- Right to a paper copy of this Notice.

7. Security Measures (How We Protect PHI)

We use administrative, physical, and technical safeguards including encryption, access controls, unique user credentials, and secure disposal.

8. Our Duties Regarding PHI

We are required to maintain PHI privacy, provide breach notifications, and notify you of policy changes.

9. Contact (Questions or Privacy Concerns)

If you have concerns or believe your rights were violated, contact us or the U.S. Department of Health and Human Services.

Privacy Contact Information: Idaho Medical Massage Attn: Amber, Owner Website: www.idahomedicalmassage.com Email: office@idahomedicalmassage.com