



# Christina Wolf Acupuncture

Natural Treatments for Pain Management, Women's Health and Fertility  
174 Concord St., Ste. 250, Peterborough, NH 03458 603-924-6624 [www.nhacupuncture.com](http://www.nhacupuncture.com)

## Privacy Notice

My policy is to keep your healthcare records safe. Your records will be kept in a folder of papers with your name on it. Your records include what you tell me about your health history and symptoms, what signs I observe in your pulse and tongue, any copies of tests you give me (blood tests, MRI or x-ray reports, doctor's reports, etc.) and details about the treatments I give you (my opinions about your case, acupuncture points and techniques used, herbal medicines prescribed, referrals made to other practitioners).

I can legally share your healthcare information with your doctors, nurses or other healthcare providers if it is important to your care, but I cannot legally share your information for non-healthcare reasons. If your insurance company is paying for any part of your treatment, it will require that I send copies of my diagnosis, treatment plan and notes about each treatment.

### Your Rights and My Responsibilities:

- You have the right to see and get a copy of your healthcare records, and you have the right to ask me to make changes to them if you find a mistake. If you ask for copies of your healthcare records, I must give them to you within 30 days. I have the right to charge you for the cost of copying and sending your records.
- You have the right to get a copy of this notice. If you ask me for a copy, you will have to sign it at the end where it says "I have asked for and received a copy of this Privacy Notice".
- You have the right to ask me not to use or share your medical information in certain ways. I will make every effort to do what you ask, but when I cannot, I must let you know in writing.
- You have the right to ask me to contact you by different means, as long as the request is reasonable (for example, to call you at home rather than at work).
- It is my responsibility to protect your healthcare records and abide by the terms of this notice.
- It is my responsibility to train my assistants and employees to protect your healthcare records and abide by the terms of this notice.

If you have further questions about this notice, please contact:

Christina Wolf, Lic. Ac.  
Christina Wolf Acupuncture  
174 Concord Street, Suite 250  
603-924-6624  
[cjwolf@nhacupuncture.com](mailto:cjwolf@nhacupuncture.com)

If you feel your right to healthcare privacy has been violated, you should contact:

Office for Civil Rights  
U.S. Department of Health & Human Services  
JFK Federal Building - Room 1875  
Boston, MA 02203  
(617) 565-1340; (617) 565-1343 (TDD)  
(617) 565-3809 FAX

I have read and understand this Privacy Notice. I understand my rights regarding my healthcare records held by Christina Wolf Acupuncture.

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Patient Signature (parent or guardian if patient is under 18 years of age)

Date Signed

A copy of this notice has been given to the patient. \_\_\_\_\_ Staff Initials