



Patient Information Sheet

7204 Clairemont Mesa Blvd • San Diego, CA 92111 • Phone: (619) 817-6447 • www.acupuncturesandiego.org

Important: Complete this form as thoroughly as possible. Some questions may seem unrelated to your condition, but they may affect your diagnosis and treatment. All information is confidential.

Date	Full Name			Preferred Name/Nickname		
Gender M F	Date of Birth	Age	Marital Status Single Married Separated Divorced Domestic Partner			
Address			City	State	Zip	
Daytime Phone # (home, work, cell – circle one) ()			Alternate Phone # (home, work, cell – circle one) ()			
Emergency Contact & Relationship			Phone Numbers of Emergency Contact Primary () Alternate ()			
Email: _____						
Have you previously had acupuncture?: _____ If so, what did you like about it? What could have been better?						
Primary Care Doctor			Specialty			
Other Doctors You See			Specialty			
Other Doctors You See			Specialty			
How did you hear about us?						
Cancellation Policy – I acknowledge that I will give at least 24 hour notice of cancellation to avoid a charge for the session. This is a courtesy to other patients who may need that appointment time. I will call if I anticipate being more than 15 minutes late for my appointment. Initials _____						

Major Complaint(s), in order of importance to you:

- | | | | | |
|----|--------------------------|--------------------------|--------------------------|-------|
| | Severe | Moderate | Slight | |
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Patient _____ Date _____

PERSONAL MEDICAL & FAMILY HEALTH HISTORY

Please indicate those that are current health problems for yourself and your family members with a "C" under appropriate person's column. "P" should be used to indicate a past problem. Leave blank those spaces that do not apply. If you require more space, use the reverse side of this form.

Age	You	Father	Mother	Spouse	Brother(s)	Sister(s)	Children
Arthritis							
Asthma-Hay Fever							
Back Trouble							
Bursitis							
Cancer							
Constipation							
Diabetes							
Disc Problems							
Emotion Problems							
Emphysema							
Epilepsy							
Headaches							
Heart Trouble							
High Blood Pressure							
Insomnia							
Kidney Trouble							
Liver Trouble							
Migraine							
Nervousness							
Neuritis							
Obesity							
Pinched Nerves							
Scoliosis							
Sinus Trouble							
Stomach Trouble							
Other:							

If any of the above family members are deceased, please list their age at death and cause.

List any surgeries you have had and year it was performed.

TRAVEL: Have you ever traveled or lived outside the U.S.? Yes No
 Any health problems when abroad? Yes No If yes, what? _____

FEMALES:

Form of birth control _____	Pregnant <input type="checkbox"/> Yes <input type="checkbox"/> No	Clotting <input type="checkbox"/>	Hot flashes <input type="checkbox"/>
Last period _____	Last PAP test _____	Heavy bleeding <input type="checkbox"/>	Vaginal dryness <input type="checkbox"/>
Age started menstrual cycle _____	Age stopped _____	Vaginal discharge <input type="checkbox"/>	Other: _____
<input type="checkbox"/> Menstrual pain	<input type="checkbox"/> Water retention	No. Pregnancies _____	_____
<input type="checkbox"/> Low backache	<input type="checkbox"/> Mood changes	No. Vaginal Deliveries _____	No. Miscarriages _____
<input type="checkbox"/> Irregular	<input type="checkbox"/> Painful breast	No. Caesareans _____	No. Abortions _____

Patient _____ Date _____

MEDICAL CONDITIONS - Please list conditions & surgeries you have or have had and year diagnosed.		ALLERGIES Medications, Seasonal, Environmental, Food	OCCUPATIONAL CONCERNS Check (✓) if your work exposes you to the following.
Year	Condition/Surgery		Occupation:
			<input type="checkbox"/> Stress
			<input type="checkbox"/> Heavy Typing/Computer Use
			<input type="checkbox"/> Hazardous Substances
			<input type="checkbox"/> Heavy Lifting
			<input type="checkbox"/> Other

MEDICATIONS - Please list all prescription medication you use. Include those which you may only use occasionally. Remember inhalers, eye drops, nose drops.

Prescription name	Purpose	How long	Dose	How often	Last Dose

SYMPTOMS - For each symptom you currently have, rate its severity from 1-5 (5 being the worst). Leave blank if N/A.

<p>LIVER/GALLBLADDER</p> <p><input type="checkbox"/> Irritability</p> <p><input type="checkbox"/> Depression</p> <p><input type="checkbox"/> Headaches/migraines</p> <p><input type="checkbox"/> Visual problems</p> <p><input type="checkbox"/> Red eyes</p> <p><input type="checkbox"/> Dry/itchy eyes</p> <p><input type="checkbox"/> Spots in front of eyes</p> <p><input type="checkbox"/> Blurred vision</p> <p><input type="checkbox"/> Feeling of lump in throat</p> <p><input type="checkbox"/> Clenching of teeth at night</p> <p><input type="checkbox"/> Muscle cramping</p> <p><input type="checkbox"/> Muscle twitching</p> <p><input type="checkbox"/> Joints feel tight/stiff</p> <p><input type="checkbox"/> Cold hands/feet</p> <p><input type="checkbox"/> Soft/brittle nails</p> <p><input type="checkbox"/> Craving/avoiding sour foods</p> <p>KIDNEY/URINARY BLADDER</p> <p><input type="checkbox"/> Urinary problems</p> <p><input type="checkbox"/> Frequent urination</p> <p><input type="checkbox"/> Incontinence</p> <p><input type="checkbox"/> Weakness/pain in lower back</p> <p><input type="checkbox"/> Aching bones</p> <p><input type="checkbox"/> Feel cold easily</p> <p><input type="checkbox"/> Low sexual energy</p> <p><input type="checkbox"/> Excess sexual desire</p> <p><input type="checkbox"/> Poor memory</p> <p><input type="checkbox"/> Loss of hair</p> <p><input type="checkbox"/> Hearing problems</p> <p><input type="checkbox"/> Ringing in ears</p> <p><input type="checkbox"/> Craving/avoiding salty food</p>	<p>HEART/SMALL INTESTINE</p> <p><input type="checkbox"/> Heart palpitations</p> <p><input type="checkbox"/> Chest pain</p> <p><input type="checkbox"/> Dizziness</p> <p><input type="checkbox"/> Insomnia</p> <p><input type="checkbox"/> Easily startled</p> <p><input type="checkbox"/> Restlessness/agitation</p> <p><input type="checkbox"/> Anxiety</p> <p><input type="checkbox"/> Breathlessness</p> <p><input type="checkbox"/> Vivid dreams</p> <p><input type="checkbox"/> Dreams are bothersome</p> <p><input type="checkbox"/> Lack of joy in life</p> <p><input type="checkbox"/> Laughing for no reason</p> <p><input type="checkbox"/> Craving/avoiding bitter foods</p> <p>LUNG/LARGE INTESTINE</p> <p><input type="checkbox"/> Dry cough</p> <p><input type="checkbox"/> Cough with sputum</p> <p><input type="checkbox"/> Nasal discharge</p> <p><input type="checkbox"/> Poor sense of smell</p> <p><input type="checkbox"/> Nose bleeds</p> <p><input type="checkbox"/> Itchy, red or painful throat</p> <p><input type="checkbox"/> Dry mouth</p> <p><input type="checkbox"/> Skin rashes</p> <p><input type="checkbox"/> Itchy skin</p> <p><input type="checkbox"/> Grief, sadness</p> <p><input type="checkbox"/> Shortness of breath</p> <p><input type="checkbox"/> Allergies</p> <p><input type="checkbox"/> Low resistance to colds or flu</p> <p><input type="checkbox"/> Low physical stamina</p> <p><input type="checkbox"/> Mild fever comes and goes</p> <p><input type="checkbox"/> Craving/avoiding spicy foods</p>	<p>SPLEEN/STOMACH</p> <p><input type="checkbox"/> Heaviness anywhere in body</p> <p><input type="checkbox"/> Fatigue</p> <p><input type="checkbox"/> Hard to get up in the morning</p> <p><input type="checkbox"/> Edema (swelling)</p> <p><input type="checkbox"/> Muscles feel tired often</p> <p><input type="checkbox"/> Easy bruising and bleeding</p> <p><input type="checkbox"/> Bad breath</p> <p><input type="checkbox"/> Low appetite</p> <p><input type="checkbox"/> Snacking</p> <p><input type="checkbox"/> Tendency towards hypoglycemia</p> <p><input type="checkbox"/> Difficulty digesting oily foods</p> <p><input type="checkbox"/> Nausea</p> <p><input type="checkbox"/> Vomiting</p> <p><input type="checkbox"/> Gas/belching</p> <p><input type="checkbox"/> Bloating</p> <p><input type="checkbox"/> Hemorrhoids</p> <p><input type="checkbox"/> Constipation</p> <p><input type="checkbox"/> Diarrhea</p> <p><input type="checkbox"/> Abdominal pain</p> <p><input type="checkbox"/> Indigestion/heartburn</p> <p><input type="checkbox"/> Over-thinking</p> <p><input type="checkbox"/> Tendency to become obsessive</p> <p><input type="checkbox"/> Craving/avoiding sweets</p>
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Healthy Living Questionnaire

Patient Name: _____ Date: _____

Age: _____ Gender: Male Female

Current Weight: _____

Do you consider yourself:

underweight overweight just right

Unintentional weight loss or gain of 10 pounds or more in the last three months: Yes No

Recent changes in your ability to:

see hear taste

smell feel hot/cold sensations

1. Check the Following Statements That Apply:

- Occasionally or frequently skip meals
- Suffer from fatigue
- Currently overweight
- Crave sweets or carbohydrates
- Crave stimulants, such as caffeine or soft drinks
- Suffer from chronic pain
- Suffer from headaches

2a. Activity Level – Check Your Current Level of Work or Lifestyle:

- Level 1 – Very Light Work:** Sitting, standing, driving, reading, computer, etc.
- Level 2 – Light Work:** Light housework, labor, childcare, mechanic, some sitting, etc.
- Level 3 – Moderate Work:** Heavy gardening, housework, labor, no sitting, etc.
- Level 4 – Heavy Work:** Heavy manual labor, construction, digging, etc.

2b. Exercise Level – Check Your Current Level of Exercise:

- None
- Level A – Light Exercise:** 1-3 times per week, easy pace, stretching, walking, etc.
- Level B – Moderate Exercise:** 2-3 times per week, moderate pace, some weights, etc.
- Level C – Heavy Exercise:** 3-4 times per week, vigorous pace, weights, fast running, etc.

3. Balance Eating – Check Which Apply:

- Mixed food diet (animal and vegetable sources)
- Vegetarian
- Vegan
- Salt Restriction
- Fat Restriction
- Starch/carbohydrate restriction
- The Zone Diet
- Total calorie restriction
- Specific food restrictions of:
 - dairy wheat eggs
 - soy corn all gluten
- Other _____

Servings per day:

Fruits (citrus, melons, etc.) _____

Dark green or deep yellow/orange vegetables _____

Grains (unprocessed) _____

Beans, peas, legumes _____

Dairy, eggs _____

Meat, poultry, fish _____

4. Eating Frequency – Check Which Apply:

- Skip breakfast or other meals _____
- Three meals/day
- Two meals/day
- One meal/day
- Graze-small frequent meals (how many/day) _____
- Generally eat on the run

5. Exercise Frequency and Schedule – Check Which Apply:

- 5-7 days per week
- 3-4 days per week
- 1-2 days per week
- 45 min or more duration per workout
- 30-45 min or more duration per workout
- Less than 30 min
- Use of personal trainer
- Member of fitness club
- Own exercise equipment
- Walk: days/week _____
- Run, jog, jump rope, other aerobic: days/week _____
- Weight lift: days/week _____
- Stretch: days/week _____
- Yoga: days/week _____
- Other _____ days/week _____

Healthy Living Questionnaire~Page 2

6. Stimulant Use Habits – Check Which Apply:

- Tobacco:
 - Cigarettes: #/day _____
 - Cigars: #/day _____
 - Pipe: #/day _____
- Alcohol:
 - Wine: # glasses/day or week _____
 - Liquor: # ounces/day or week _____
 - Beer: # glasses/day or week _____
- Caffeine:
 - Coffee: # of 6 oz cups/day _____
 - Tea: # of 6 oz cups/day _____
 - Soda w/caffeine: # of cans/day _____
 - Soda w/o caffeine: # of cans/day _____
 - Other sources _____
- Water:
 - # glasses/day _____

9. Energy – Vitality

- I'd like to:
- Have more energy
 - Have longer endurance
 - Have more motivation
 - Sleep better
 - Be less tired after lunch
 - Feel more vital
 - Regain vitality and vigor of my younger years
 - Get less colds and flu
 - Get rid of allergies
 - Not use so many over the counter drugs
 - Stop using laxatives
 - Be free of pain

7. Stress Habits – Check Which Apply:

Circle the level of stress you are experiencing on a scale of 1 to 10 (1 being the lowest): 1 2 3 4 5 6 7 8 9 10

Is your job associated with potentially harmful chemicals, pesticides, radioactivity or solvents? Y N

Do you suffer from insomnia/sleep disorders? Y N

Do you often abruptly awake from sleep? Y N

Do you suffer from depression/mood swings? Y N

10. Longevity – Life Enrichment

- I'd like to:
- Reduce my risk of degenerative disease
 - Slow down accelerated aging
 - Monitor biomarkers of aging
 - Have less facial wrinkles
 - Maintain a healthier life longer
 - Change from a "treating-illness" orientation to a creating wellness lifestyle

8. Supplement Use Habits – Check Which Apply:

- Multivitamin/mineral
- Vitamin C
- Vitamin E
- EPA/DHA
- GLA (Evening primrose)
- Calcium, source _____
- Magnesium
- Zinc
- Minerals, describe _____
- Friendly flora (acidophilus)
- Digestive enzymes
- Amino acids
- CoQ10
- Antioxidants (lutein, resveritol, etc.)
- Herbs – teas
- Herbs – extracts
- Chinese herbs
- Ayurvedic herbs
- Homeopathy
- Bach flowers
- Superfoods (bee pollen, phytonutrient blends)
- Liquid meals (Ensure)
- Other _____

11. Body Composition – Fat/Muscle

- I'd like to:
- Be stronger
 - Be thinner
 - Be more muscular
 - Burn more body fat
 - Be more flexible
 - Lose weight

12. Stress Reduction – Mental/Emotional

- I'd like to:
- Be happier
 - Be less depressed
 - Be less moody
 - Be less indecisive
 - Be more focused
 - Think more clearly
 - Improve my memory
 - Learn how to reduce stress
 - Learn how to meditate

COMMENTS

INFORMED CONSENT FOR ACUPUNCTURE TREATMENT AND CARE

I hereby request and consent to the performance of acupuncture treatments and other procedures within the scope of the practice of acupuncture on me (or on the patient named below, for whom I am legally responsible) by the acupuncturist named below and/or other licensed acupuncturists who now or in the future treat me while employed by, working or associated with, or serving as back-up for the acupuncturist named below, including those working at this office or any other office or clinic, whether signatories to this form or not.

I understand the methods of treatment may include, but are not limited to, acupuncture, acupressure, moxibustion, cupping, electrical stimulation, Tui-Na (Chinese massage), Chinese herbal medicine, and nutritional counseling.

I have been informed that acupuncture is a safe method of treatment, but that it may have side effects, including bruising, numbness or tingling near the needling sites that may last a few days, and dizziness or fainting. I understand that I should not move while the needles are being inserted, retained, or removed. Bruising is a common side effect of cupping. Unusual risks of acupuncture include spontaneous miscarriage, nerve damage and organ puncture, including lung puncture (pneumothorax). Infection is another possible risk, although the acupuncturist below uses sterile disposable needles and maintains a clean and safe environment. Burns and/or scarring are a potential risk of moxibustion. I understand that while this document describes the major risks of treatment other side effects and risks may occur.

The herbs and nutritional supplements (which are from plant, mineral, and animal sources) that have been recommended are traditionally considered safe in the practice of Chinese Medicine, although some may be toxic in large doses. I understand that some herbs may be inappropriate during pregnancy. Some possible side effects of taking herbs are nausea, gas, stomachache, vomiting, headache, diarrhea, rashes, hives, and tingling of the tongue. I will immediately notify the acupuncturist of any unanticipated or unpleasant effects associated with the consumption of the herbs. I will notify the acupuncturist who is caring for me if I am or become pregnant.

I do not expect the acupuncturist to be able to anticipate and explain all risks and complications of treatment, and I wish to rely on the acupuncturist to exercise judgment during the course of treatment which the acupuncturist thinks at the time, based upon the facts then known, is in my best interest. I understand that results are not guaranteed.

I understand the office medical and administrative staff may review my medical records and lab reports, but all my records will be kept confidential and will not be released without my written consent.

By voluntarily signing below I show that I have read, or have had read to me, this consent to treatment, have been told about the risks and benefits of acupuncture and other procedures, and have had an opportunity to ask questions. I intend this consent form to cover the entire course of treatment for my present condition and for any future condition(s) for which I seek treatment.

Patient's Name _____

Patient's Signature _____ Date Signed _____

To be completed by the patient's representative if the patient is a minor or is physically or legally incapacitated:

Print Name of Patient _____

Print Name of Patient Representative _____

Signature of Patient Representative _____

Relationship or Authority of Patient _____

Appointment Policy

Welcome to our office of Fertility Points Acupuncture! We are delighted to have you as a new patient and look forward to providing you with the highest quality care. In order to optimize our relationship, please take a minute to carefully read our appointment policy.

Many patients are surprised to find that we are usually on time. This is because your treatment time has been reserved for you. Most medical offices do not reserve time for each individual, but instead appoint several patients at, or near, the same time. That type of scheduling provides the Doctor a steady flow of patients for treatment, but does not respect the patient's time.

Our time and expertise are what you essentially pay for. Occasionally there is a problem with patients who are not used to keeping on schedule themselves. Patients who are late may not be seen that day. If you expect to be more than 15 minutes late, please call to confirm availability.

A 24 hour notice for cancelled or rescheduled appointments (Sunday excluded) is required or your standard treatment fee may be assessed. This allows us time to schedule another patient and the time is not lost.

This policy of charging for failed appointments has been very well accepted. Since we sell time it is only logical to charge those who reserve our time and then waste it. We have found that most patients respect our time as much as we respect theirs.

Any questions I have concerning my appointments have been answered. I have read this statement and fully understand it.

Print Name _____ Date _____

Signature _____

ACKNOWLEDGEMENT OF NOTICE OF PRIVACY PRACTICES

I, _____, acknowledge that I have received a written copy of the **Notice of Privacy Practices**.

Signature of Patient or Representative

Date

If a personal representative signs this authorization on behalf of the patient, complete the following:

Personal Representative's Name

Relationship to Patient

TO BE COMPLETED BY ACUPUNCTURIST IF ACKNOWLEDGEMENT CANNOT BE OBTAINED:

Good faith efforts were made to obtain acknowledgement from the patient or patient's authorized agent. The good faith efforts made, and the reason acknowledgement could not be obtained, were:

- Patient (or authorized agent) refused to sign after being requested to do so.
- Other: (please describe)

Date

Signature of Acupuncturist

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY. THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

OUR LEGAL DUTY

Federal and state law requires us to maintain the privacy of your health information. That law also requires us to give you this notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices we describe in this notice while it is in effect. This notice takes effect April 14, 2003, and will remain in effect until we replace it.

We reserve the right to change our privacy practices and the terms of this notice at any time, provided such applicable law permits the changes. We reserve the right to make the changes in our privacy practices and the new terms of our notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this notice and make the new notice available upon request.

You may request a copy of our notice at any time. For more information about our privacy practices, or for additional copies of this notice, please contact us using the information listed at the end of this notice.

USES AND DISCLOSURES OF HEALTH INFORMATION

We use and disclose health information about you for treatment, payment, and health care operations. For example:

Treatment: We may use your health information for treatment or disclose it to a physician or other health care provider providing treatment to you.

Payment: We may use and disclose your health information to obtain payment for services we provide to you. We may also disclose your health information to another health care provider or entity that is subject to the federal Privacy Rules for its payment activities.

Health Care Operations: We may use and disclose your health information for our healthcare operations. Health care operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluating practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities. We may disclose your health information to another health care provider or organization that is subject to the federal privacy rules and that has a relationship with you to support some of their health care operations. We may disclose your information to help these organizations conduct quality assessment and improvement activities, review the competence or qualifications of health care professionals, or detect or prevent health care fraud and abuse.

On Your Authorization: You may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any uses or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this notice.

To Your Family and Friends: We may disclose your health information to a family member, friend or other person to the extent necessary to help with your health care or with payment for your health care. Before we disclose your health information to these people, we will provide you with an opportunity to object to our use or disclosure. If you are not present, or in the event of your incapacity or an emergency, we will disclose your medical information based on our professional judgment of whether the disclosure would be in your best interest. We may use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information. We may use or disclose information about you to notify or assist in notifying a person involved in your care, of your location and general condition.

Appointment Reminders: We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards, or letters.)

Disaster Relief: We may use or disclose your health information to a public or private entity authorized by law or by its charter to assist in disaster relief efforts.

Public Benefit: We may use or disclose your medical information as authorized by law for the following purposes deemed to be in the public interest or benefit:

- as required by law;
- for public health activities, including disease and vital statistic reporting, child abuse reporting, FDA oversight, and to employers regarding work-related illness or injury;
- to report adult abuse, neglect, or domestic violence;
- to health oversight agencies;
- in response to court and administrative orders and other lawful processes;

- to law enforcement officials pursuant to subpoenas and other lawful processes, concerning crime victims, suspicious deaths, crimes on our premises, reporting crimes in emergencies, and for purposes of identifying or locating a suspect or other person;
- to coroners, medical examiners, and funeral directors;
- to organ procurement organizations;
- to avert a serious threat to health or safety;
- in connection with certain research activities;
- to the military and to federal officials for lawful intelligence, counterintelligence, and national security activities;
- to correctional institutions regarding inmates; and
- as authorized by state worker's compensation laws.

PATIENT RIGHTS

Access: You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. You must make a request in writing to obtain access to your health information. You may request access by sending us a letter to the address at the end of this notice. If you request copies, we will charge you a reasonable cost-based fee that may include labor, copying costs, and postage. If you request an alternative format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we may-but are not required to-prepare a summary or an explanation of your health information for a fee. Contact us using the information listed at the end of this notice for more information about fees.

Disclosure Accounting: You have the right to receive a list of instances in which we or our business associates disclosed your health information the last 6 years (but not before April 14, 2003). That list will not include disclosures for treatment, payment, health care operations, as authorized by you, and for certain other activities. If you request this accounting more than once in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these additional requests. Contact us using the information listed at the end of this notice for more information about fees.

Restriction: You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in an emergency). Any agreement we may make to a request for additional restrictions must be in writing signed by a person authorized to make such an agreement on our behalf. Your request is not binding unless our agreement is in writing.

Alternative Communication: You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. You must make your request in writing. You must specify in your request the alternative means or location, and provide satisfactory explanation how you will handle payment under the alternative means or location you request.

Amendment: You have the right to request that we amend your health information. Your request must be in writing, and it must explain why we should amend the information. We may deny your request under certain circumstances.

QUESTIONS AND COMPLAINTS

If you want more information about our privacy practices or have questions or concerns, please contact us using the information listed at the end of this notice.

If you believe that:

- we may have violated your privacy rights,
- we made a decision about access to your health information incorrectly,
- our response to a request you made to amend or restrict the use or disclosure of your health information was incorrect, or
- we should communicate with you by alternative means or at alternative locations,

you may contact us using the information listed below. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request. We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

Provider Contact Office:
 7204 Clairemont Mesa Blvd
 San Diego, CA 92111 Phone:
 (619) 817-6447
www.acupuncturesandiego.org