

# Privacy Policy

**Effective Date: 30 June 2024**

Your privacy is very important to us. At Vitality Chiropractic, we are committed to protecting your personal and health information. This policy explains how we collect, use, and share your information in compliance with Washington State's *My Health My Data* law.

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## 1. Information We Collect

We collect personal and health-related data in order to provide chiropractic care. The types of information we collect include:

- **Personal Information:** Name, address, phone number, email address, date of birth, marital status and emergency contact.
  - **Health Information:** Medical history, vitals, diagnosis, treatment plans, X-rays, and progress notes.
  - **Billing Information:** Insurance details, payment methods, and credit card information.
  - **Communication Data:** Any emails, phone calls, or text messages you exchange with our office.
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## 2. How We Use Your Information

We use your information to provide you with the highest quality of chiropractic care and for the following purposes:

- **Health Care Services:** To diagnose and treat your condition, create treatment plans, and monitor your progress.
- **Scheduling Appointments:** To contact you regarding appointments, reminders, or follow-up visits.
- **Billing and Payments:** To process insurance claims and payments for the services you receive.
- **Communication:** To respond to inquiries and send updates related to your care or our services.

We will not use your health data for marketing purposes without your explicit consent.

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## 3. Sharing of Your Information

We may share your information with third parties only when necessary, including:

- **Health Care Providers:** If we need to coordinate care with other healthcare professionals, such as a primary care physician.
- **Insurance Companies:** To submit claims and facilitate payments for services rendered.
- **Service Providers:** Companies we use to process payments or manage electronic health records, subject to confidentiality agreements.

We will not sell your health information to third parties. Your health data will only be shared in compliance with applicable laws and regulations.

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#### 4. Your Rights Regarding Your Data

Under Washington's *My Health My Data* law, you have the following rights:

- **Access:** You may request access to the personal and health data we have collected.
- **Deletion:** You may request that we delete your personal and health data, except in cases where we are required to retain information for legal, billing, or health care reasons.
- **Correction:** You can request that any inaccuracies in your data be corrected.
- **Data Portability:** You have the right to receive your health information in a structured, commonly used format for transfer to another provider.
- **Opt-Out of Data Sharing:** You may opt-out of having your health data shared with third parties.

To exercise these rights, please contact us at [info@vitalitychiropractic.com](mailto:info@vitalitychiropractic.com) or 206) 824-5521. We will respond to your request within 30 days.

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#### 5. Security of Your Information

We take appropriate measures to protect your personal and health information from unauthorized access, alteration, disclosure, or destruction. This includes:

- Encryption of electronic health records
  - Secure storage of physical records
  - Access controls to limit who can view your data
  - Use of Firewalls and secure servers
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## **6. Data Retention**

We retain your personal and health information only as long as necessary to provide you with care, comply with legal obligations, or as required by applicable regulations. If you request deletion of your data, we will securely dispose of it except where retention is necessary for legal reasons.

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## **7. Changes to This Policy**

We may update this privacy policy from time to time to comply with new regulations or improve our practices. Any changes will be posted on our website, and we will notify you of any significant updates.

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## **8. Contact Us**

If you have any questions or concerns regarding this privacy policy or how we handle your information, please contact us at:

Vitality Chiropractic  
21904 Marine View Dr. S., Suite C, Des Moines, WA 98198  
Phone: 206) 824-5521  
FAX: 206) 212-7455  
Email: [info@vitalitychiropractic.com](mailto:info@vitalitychiropractic.com)

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This privacy policy is designed to protect your health information in compliance with Washington State's *My Health My Data* law in addition to the federal Health Insurance Portability and Accountability Act (HIPAA). Your trust is important to us, and we are dedicated to keeping your information safe.