

Patient Registration Form

First: _____ MI: _____ Last: _____ Prefers to be called: _____ Pt ID: _____
 Pronouns: _____ Sex: _____ Gender Identity: _____ Date of Birth: ____ / ____ / ____ Age: _____ Marital Status: _____
(Married/Single/Divorced/Widowed/Other)
 Address Primary: _____ City: _____ State: _____ Zip: _____
 Alternate Address: _____ City: _____ State: _____ Zip: _____
 Phone #1: _____ Phone #2: _____ Phone #3: _____
Home /Cell /Work Home /Cell /Work Home /Cell /Work
 Email: _____ Preferred Method of Contact: Letter Phone Email Other:
 Referring Physician: _____ Primary Care Physician: _____
 Preferred Language: _____ Race: _____ Ethnicity: _____
(Non-Hispanic or Latino / Hispanic or Latino / Other / Undetermined)
 Referred By: Physician Self Family/Friend Internet Yellow Pages Radio TV Other:
 Occupation: _____ Employer: _____ Is this visit related to a work injury? (Y/N): _____
 Current Pharmacy Name & Location: _____

Emergency Contact

Name: _____ Phone #: _____ Relationship to patient: _____

Responsible Party/Guardian/Guarantor

Address Same as Patient? Yes

Name: _____ Address: _____ City: _____ State: _____ Zip: _____

Home #: _____ Cell #: _____ Business #: _____

Patient's Relationship to Guarantor: _____ Date of Birth: ____ / ____ / ____

Sex: _____ Occupation: _____ Employer: _____

Continued >>

Patient Registration Form

Primary Insurance Information

Address Same as Patient? **Yes**

Name of Ins. Co.: ID#: Group #: Group Name:

Policy Holder Name: Date of Birth: / / Relationship to Patient:

Address: City: State: Zip: Phone #:

Sex: Occupation: Employer:

Secondary Insurance Information

Address Same as Patient? **Yes**

Name of Ins. Co.: ID#: Group #: Group Name:

Policy Holder Name: Date of Birth: / / Relationship to Patient:

Address: City: State: Zip: Phone #:

Sex: Occupation: Employer:

Financial Authorization

We participate and accept assignment of payment with most major insurance plans in the area. Even though we may submit insurance claims for you, your insurance coverage is a contract between you and your insurer and you are still responsible for payments and services regardless of the amount your insurance pays. If your insurance company requires an authorization or referral, it is the patient's responsibility to obtain this for the initial visit and for continuation of care.

I hereby authorize the office of Allergy Partners to release any information necessary to process any insurance claim for services rendered. I hereby authorize payment from my insurance company or governmental payor to pay directly to Allergy Partners for services rendered. Regardless of my insurance benefits, if any, I understand that I am financially responsible for the fees for services rendered.

Print Name/Signature: _____ Date: _____
 Print Name / Signature (Patient/Parent/Guardian)

Please Print & Sign This Form

Medical History Form

Patient Full Name:

Date of Birth: / /

Past Medical History

(check any of the following which you have now or have been treated for in the past)

ADD	Chronic Sinusitis	GERD/Reflux	Liver Disease
Alcoholism	Chronic Pansinusitis	Heart Disease	Migraines
Allergic Rhinitis	Congestive Heart Failure	Hypertension	Skin Cancer
Anemia	Connective Tissue Disease	Hyperlipidemia	Other Cancer
Anxiety	COPD	Hypothyroidism	Prostate Disorder
Arthritis	Depression	Inflammatory Bowel Disease	Sleep Apnea
Asthma	Diabetes	Irritable Bowel Syndrome	Thyroid Disease
Chronic Hives	Eczema	Immune Deficiency	Tuberculosis
Chronic Rhinitis	Food Allergies	Kidney Disease	

Surgery History:

Adenoidectomy	Deviated Septum	Pacemaker
Appendectomy	Ear Tubes	Sinus Surgery
CABG (heart bypass)	Hernia Repair	Thyroid Surgery
Cholecystectomy (Gallbladder)	Hip/Knee Surgery	Tonsillectomy
Colon Resection	Hysterectomy	Tonsillectomy & Adenoidectomy
C-Secton	Organ Transplant	Other

Family History: (Immediate family only Mother, Father, Sibling or Children) No Children

No Problems	Mother	Father	Sibling	Patient's Children
Unknown Allergy	Mother	Father	Sibling	Patient's Children
Allergies	Mother	Father	Sibling	Patient's Children
Asthma	Mother	Father	Sibling	Patient's Children
Anaphylaxis	Mother	Father	Sibling	Patient's Children
Cystic Fibrosis	Mother	Father	Sibling	Patient's Children
Diabetes	Mother	Father	Sibling	Patient's Children
Eczema	Mother	Father	Sibling	Patient's Children
Food Allergies	Mother	Father	Sibling	Patient's Children
Heart Disease	Mother	Father	Sibling	Patient's Children
Hives	Mother	Father	Sibling	Patient's Children
Hypertension (high blood pressure)	Mother	Father	Sibling	Patient's Children
Hyperlipidemia (high cholestrol)	Mother	Father	Sibling	Patient's Children
Immune Deficiency	Mother	Father	Sibling	Patient's Children
Infections, recurring	Mother	Father	Sibling	Patient's Children
Psychiatric Disorder	Mother	Father	Sibling	Patient's Children
Swelling	Mother	Father	Sibling	Patient's Children
Venom Allergies	Mother	Father	Sibling	Patient's Children

Social History: (13 years of age and older)

Martial Status:	Single	Divorced/Separated	Married	Widow(er)	Other	Does not apply (child/minor)	
Smoking Status:	Current every day smoker	Current some day smoker	Former smoker				
	Never smoker	Unknown if ever smoked					
	Cigarettes	packs per day	Cigars	# per day	Smokeless chew	tins per day	
Smoking Duration:	N/A	1-5 years	6-10 years	11-20 years	over 20 years	Year Started	Year Quit
Maximum packs per day:	1/2	1	1 1/2 years	2 or more			
e-Cigarettes/Vaping:	No	Yes	Frequency:	1/hour	1/day	1/week	1/month
Cannabis:	No	Yes	Frequency:	1/hour	1/day	1/week	1/month
Method:	Inhalation	Topical	Edibles				
Readiness to quit:	very ready	somewhat ready	not ready	relapsed	not willing to quit	target quit date	
Occupation:				Work location:	indoors	outdoor	hours spent outside
Alcohol Intake:	Never	Rarely	Weekly	Daily	Socially		
Hobbies:							

Medical History Form

Pediatric patients only

Attends school daycare (name of school/daycare)

does child have siblings? yes no if yes, how many
child was born premature full term

Labor/Delivery/Neonatal Complications yes no

If yes:

Intubation yes no

Ventilation yes no

breast fed yes no

feeding difficulties yes no

LATE on immunizations yes no

Abnormal growth and development yes no

Medication Form

Patient Full Name:

Date of Birth: / /

Current Medications & Supplements (include milligram and number of times per day)

<u>Medication Name</u>	<u>Strength</u>	<u>Times Per Day</u>	<u>Taking this for what diagnosis?</u>
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Allergies to Medications

<u>Name of Medication</u>	<u>Reactions (hives, throat swelling, other reactions)</u>
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No Known Drug Allergies

When was your last flu shot?

When was your last pneumonia shot?

Have you had the COVID Vaccine? yes no

Manufacturer:

Dose/s:

(1 or 2)

Date 1:

Date 2:

Booster:

Date:

Preferred Pharmacy:

Address Primary:

City:

State:

Zip:

Telephone:

Fax:

Review of Systems / Environmental History

Patient Full Name:

Date of Birth: / /

Reason for today's visit:

Do you CURRENTLY have ongoing/recurring problems with any of the following:

GENERAL

no problem
poor weight gain
fevers
chills
sweats
poor appetite
fatigue
malaise
weight loss

NOSE

no problem
nasal congestion
clear nasal drainage
colored nasal drainage
post nasal drip
nosebleeds
itching
sneezing
sinus pressure/pain

RESPIRATORY

no problem
cough
chest tightness
coughing up blood
daytime sleepiness
shortness of breath
snoring
wheezing
difficulty with exercise

SKIN

no problem
swelling
dryness
hives
itching
rash
eczema

EYES

no problem
blurring
discharge
eye pain
itchy
red
vision loss
watery
dry

THROAT

no problem
hoarseness
difficulty swallowing
sore throat
oral ulcers
throat clearing
itching

GASTROINTESTINAL

no problem
heartburn
nausea
vomiting
diarrhea
constipation
abdominal pain
bloody stool
jaundice

NEUROLOGIC

no problem
headaches
weakness
seizures
passing out
dizziness

EARS

no problem
earache
ear discharge
ringing in the ears
decreased hearing
ears popping
room spinning around
itching

CARDIOVASCULAR

no problem
chest pains
palpitations
passing out
peripheral edema
shortness of breath
lying down flat

MUSCULOSKELETAL

no problem
back pain
joint pain
joint swelling
stiffness

MENTAL HEALTH

no problem
depression
anxiety
hyperactivity problem
behavior problem

ALLERGIC/IMMUNOLOGIC

no problem
recurring infections
venom sting reaction
latex reaction
food reaction
drug reaction

Continued

HOUSING

house
 apartment/condo
 mobile/
 manufactured home

FOUNDATION

basement
 crawlspace
 slab

AIR CONDITIONING

none
 window units
 central
 evaporative cooler

HEATING

none
 wood stove
 central hot air
 kerosene
 electric space heater

INDOOR MOLD

none
 visible mold
 musty odors
 water damage in home

PESTS

none
 roaches
 rodents

SMOKE EXPOSURE

none
 parents
 spouse/partner
 grandparent
 caretaker
 other

BEDROOM

carpet
 ceiling fan
 humidifier

BED

crib mattress
 standard mattress
 water bed
 down pillow/comforter
 stuffed toys
 wool blanket
 allergy pillow cover
 allergy mattress cover
 pets sleeps in bed

OUTDOOR ENVIRONMENT

none
 cattle
 chickens
 horses
 goats
 farm

PETS IN HOME

none
 dogs
 cats
 birds
 hamsters
 gerbils
 rabbits
 guinea pigs
 other

How Many?

dog(s) inside:
 cat(s) inside:

Some Medications can interfere with allergy skin testing. To obtain the most accurate results, please stop antihistamines used for allergy treatment as noted below prior to New Patient Appointments or other visits if you plan to have allergy skin testing. If you have a question about whether it is safe for you to stop your antihistamine, please contact your prescribing physician.

PLEASE STOP THE FOLLOWING MEDICATIONS FOR 7 DAYS PRIOR TO YOUR APPOINTMENT

Cyproheptadine (Periactin)	Desloratidine (Clarinex)	Hydroxyzine (Atarax/Vistaril)
Levocetirizine (Xyzal)		

PLEASE STOP THE FOLLOWING MEDICATIONS FOR 5 DAYS PRIOR TO YOUR APPOINTMENT

Sedating Allergy Medications (All Forms)

Advil Allergy	Carbinoxamine	Extendryl
Alahist	Chlorpheniramine	Ketotifen
AlleRX	Clor-Trimeton	Palgic
Allergy Relief Medication	Diphenhydramine (Benadryl)	Polyhistine
Brompheniramine (Bromfed)	Doxylamine	Pyrimilamine (also found in Midol)
Tylenol Allergy		

Non-Sedating Allergy Medications (All Forms)

Cetirizine (Zyrtec, Wal-Zyr)	Fexofenadine (Allegra)	Loratadine (Claritin, Alavert)
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Nasal Sprays

Azelastine (Astelin, Astepro)	Dymista	Olopatadine (Patanase)
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Stomach Acid Reducers

Cimetidine (Tagamet)	Famotidine (Pepcid)	
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Cough/Cold/Sinus Remedies

Actifed	Dimetane	Semprex-D
Advil Cold/Sinus	Dimetapp	Sinutab
Aleve Cold	Drixoral	Sudafed Cold + Allergy
Alka Seltzer Plus/Cold	Norel SR/MD	Tanafed
Allerest	Nyquil	Theraflu (All forms)
BC Cold Powder	Pedicare	Time Hist
Benylin Cough	Percogesic	Triaminic (All Forms)
Comtrex	Phenyltolozamine	Tussionex
Coricidi	Rondoc	Vicks 44 M
Co-Tylenol	Rynatan/R-Tannate	Zicam

Sleep Aids

Advil PM	Doxylamine	Nytol
Alertec (Modafinil)	Excedrin PM	Sominex
Doxepin	Night Time Sleep Aid	Tylenol PM/Tylenol Sleep

Anti-Nausea/Vertigo Medications

Chlorpromazine	Meclizine (Antivert)	Promethazine (Phenergan)
Dimenhydrinate (Dramamine)	Prochlorperazine (Compazine)	

Allergy Eye Drops:

Alcaftadine (Lastacaft)	Azelastine (Optivar)	Bepotastine (Bepreve)
Epinastine (Elestat)	Ketotifen (Zaditor, Alaway, Zyrtec)	Olopatadine (Patanol, Pataday, Pazeo)

Itch Relief Medications:

Diphenhydramine (Benadryl)	Others: Cyclobenzaprine (Flexeril)	Baclofen
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Some other medications may also interfere with allergen skin testing **but you should continue to take them UNLESS the prescribing physician/clinician tells you it is safe to stop them for 5 days prior to your appointment.** Your Allergy Partners provider will discuss testing options at your visit if you have not been cleared to stop these medications:

Tricyclic Antidepressants

Amitriptyline
Doxepin (Sinequan)
Protriptyline

Amoxapine
Imipramine (Tofranil)
Trimipramine

Desipramine (Norpramin)
Nortriptyline (Pamelor)

Benzodiazepines

Alprazolam (Xanax)
Clorazepate (Tranxene)
Flurazepam (Dalmane)
Oxazepam (Serax)
Quazepam (Doral)

Chlordiazepoxide (Librium)
Diazepam (Valium)
Lorazepam (Ativan)
Temazepam (Restoril)

Clonazepam (Klonopin)
Estazolam (Prosom)
Midazolam (Versed)
Triazolam (Halcion)

Others

Mirtazapine (Remeron)

Quetiapine (Seroquel)

Do not use oil, cream or lotion on the back or arms for 24 hours prior to skin testing.

Please continue taking all of your other medications as prescribed including:

- Antibiotics
- Antidepressants
- Asthma Medications including inhalers, nebulizer solutions, Montelukast (Singulair) and Zafirlucast (Accolate)
- Blood Pressure Medications
- Cholesterol Medications
- Decongestants
- Heart Medications
- Injectable Medications
- Nasal Sprays – Except Astelin / Astepro / Patanase / Dymista
- Steroids such as prednisone / prednisolone / solumedrol / etc.
- Thyroid Medications

Do NOT stop these medications without the approval of your physician.

Please contact your local Allergy Partners office with any questions about these lists.

Financial Policy

Patient Full Name:

Date of Birth: / /

Our commitment is to provide the very best medical care to our patients while recognizing the need to limit services to only those that are necessary for each patient. To meet this commitment, we recognize the need for a definite understanding and agreement concerning our patient's healthcare and the financial arrangements for that medical care. Your clear understanding of our financial policies is important to our professional relationship. Please contact our billing office regarding any questions about our fees, financial policies or your insurance coverage and your financial responsibilities

Professional Fees: Our fees for medical services are comparable to other similarly trained physicians in the community and reflect the complexity of your specific needs, the physician time dedicated to your care, the specialized nature of the doctor's education and training and support costs associated with providing and coordinating your care. We will be happy to provide you with detailed fee information at any time.

Patient Payments: Co-pays, deductibles, services not covered by your insurance plan or outstanding balances are due at the time of your appointment. Payments may be made with cash, check or credit card. Returned checks will be subject to the fee allowed by state regulations. We may utilize third parties to collect any unpaid balances. Please let us know if you are having a particular financial problem and we will try our best to work with you on a payment plan. Please feel free to discuss mutually acceptable payment arrangements with our in house Financial Coordinator or our Central Billing Office (800-341-8067).

Insurance Payments: We participate and accept assignment of payment with most major insurance plans in the area. Even though we may submit insurance claims for you, your insurance coverage is a contract between you and your insurer and you are still responsible for payments and services regardless of the amount your insurance pays. If your insurance company requires an authorization or referral, it is the patient's responsibility to obtain this for the initial visit and for continuation of care.

Additional Fees:

Missed Appointments: Please understand that when you reserve an appointment with one of our physicians, we are making a commitment to your medical care and this prevents another patient from receiving care at that time. To assist all of our patients with appropriate access to our physicians we may charge a fee for any office visit appointment cancelled with less than 24 hours' notice. Please note this fee is not covered by your insurance company.

Medical Supplies: Please note that certain medical supplies given to you at your visit require an advanced payment from you at check out. We will submit any charges for medical supplies to your insurance company, and we will reimburse you the payment difference made by your insurance company.

Medical Forms: The completion of disability forms, attending physician statements and other supplemental insurance forms all require physician and staff time to complete. Accordingly, a fee may be charged to complete most of these forms. Non-standard forms may be higher.

Nurse Visit: Please note that if a patient comes in without an appointment to speak to a nurse, depending on the time and complexity of the visit, there may be a charge for the visit.

Print Name:

Signature: _____ Date:

Relationship to Patient (Please select one): Self

Parent

Legal Guardian



NOTICE OF PRIVACY PRACTICES

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.

This Notice of Privacy Practices (the "Notice") describes the privacy practices of Allergy Partners, PLLC.

Protected health information (PHI) is information, including demographic data, that that can be used to identify you and that relates to your past, present or future physical or mental health or condition, the provision of health care to you, or the past, present or future payment for the provision of your health care.

We understand the importance of privacy and are committed to maintaining the confidentiality of your PHI. We make a record of the medical care we provide and may receive such records from others. We use these records to provide or enable other health care providers to provide quality medical care, to obtain payment for services provided to you as allowed by your health plan and to enable us to meet our professional and legal obligations to operate this medical practice properly. We are required by law to maintain the privacy of PHI, to provide individuals with notice of our legal duties and privacy practices with respect to PHI, inform you of your rights and the ways we may use PHI and disclose it to others; and to notify affected individuals following a breach of unsecured PHI. This Notice describes how we may use and disclose your medical information. It also describes your rights and our legal obligations with respect to your medical information. If you have any questions about this Notice, please contact our Department of Compliance & Privacy using the information at the end of this Notice.

A. How We May Use or Disclose Your PHI

We may use or disclose your PHI for the following purposes:

1. **Treatment.** We may use your PHI and share it with other professionals who are treating you. For example, we may share your PHI with other physicians or other health care providers who will provide services that we do not provide. Or we may share PHI with a pharmacist who needs it to dispense a prescription to you, or with a laboratory that performs a test. We may also disclose PHI to members of your family or others who can help you when you are sick.
2. **Payment.** We may use and disclose your PHI to obtain payment for the services we provide. For example, we may give your health plan the information it requires before it will pay us. We may also disclose information to other health care providers to assist them in obtaining payment for services they have provided to you.
3. **Health Care Operations.** We may use and disclose your PHI to operate our medical practice, improve your care, and contact you when necessary. For example, we may use and disclose PHI to review and improve the quality of care we provide, the functioning of our online tools and services, and/or the competence and qualifications of our professional staff. We may also use and disclose PHI as necessary for medical reviews, legal services and audits, including fraud and abuse detection, compliance programs, business planning and management. We may also share your PHI with our "business associates" that perform services for us. We have a written contract with each of these business

associates that contains terms requiring them and their subcontractors to protect the confidentiality and security of your PHI. We may also share your information with other health care providers, health care clearinghouses or health plans that have a relationship with you, when they request this information to help them with certain operational activities permitted under the law.

4. Electronic Health Information Exchanges. We participate in Health Information Exchanges (HIEs) in certain states to facilitate the electronic sharing of patient information between and among your healthcare providers. You do not have to participate in a HIE to receive care from us and can opt out, but opting out of an HIE does not stop us from using or sharing your information as otherwise described in this Notice. Visit our website to learn more about the HIEs we participate in and related opt-out/opt-in information. Our ability to use and share your information as described in this Notice is not affected by whether or not you participate in a HIE.
5. Notification and Communication with Family. We may disclose your PHI to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or, unless you had instructed us otherwise, in the event of your death. In the event of a disaster, we may disclose PHI to a relief organization so that they may coordinate these notification efforts. We may also disclose PHI to someone who is involved with your care or helps pay for your care. If you are able and available to agree or object, we will make an effort to give you the opportunity to object prior to making these disclosures, although we may disclose this information in a disaster even over your objection if we believe it is necessary to respond to the emergency circumstances. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.
6. Marketing. Provided we do not receive any payment for making these communications, we may contact you to give you information about products or services related to your treatment, case management or care coordination, or to direct or recommend other treatments, therapies, health care providers or settings of care that may be of interest to you. We may similarly describe products or services provided by this practice and tell you which health plans this practice participates in. Finally, we may receive compensation which covers our cost of reminding you to take and refill your medication, or otherwise communicate about a drug or biologic that is currently prescribed for you. We will not otherwise use or disclose your PHI for marketing purposes or accept any payment for other marketing communications without your prior written authorization. The authorization will disclose whether we receive any compensation for any marketing activity you authorize, and we will stop any future marketing activity to the extent you revoke that authorization.
7. Sale of Health Information. We will not sell your PHI without your prior written authorization. The authorization will disclose that we will receive compensation for your health information if you authorize us to sell it, and we will stop any future sales of your information to the extent that you revoke that authorization.
8. Fundraising. We may contact you for fundraising efforts, but you can tell us not to contact you again.
9. Required by Law. As required by law, we will use and disclose your PHI, but we will limit our use or disclosure to the relevant requirements of the law. When the law requires us to report abuse, neglect or domestic violence, or respond to judicial or administrative proceedings, or to law enforcement officials, we will further comply with the requirement set forth below concerning those activities.
10. Public Health. We may, and are sometimes required by law, to disclose your PHI to public health authorities for purposes related to: preventing or controlling disease, injury or disability, including but not limited to the conduct of public health surveillance such as immunization registries; reporting child,

elder or dependent adult abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.

11. Health Oversight Activities. We may, and are sometimes required by law, to disclose your PHI to health oversight agencies during audits, investigations, inspections, licensure and other proceedings, subject to the limitations imposed by law.
12. Judicial and Administrative Proceedings. We may, and are sometimes required by law, to disclose your Health Information in the course of any administrative or judicial proceeding to the extent expressly authorized by a court or administrative order. We may also disclose information about you in response to a subpoena, discovery request or other lawful process.
13. Law Enforcement. We may, and are sometimes required by law, to disclose your PHI to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order, warrant, grand jury subpoena and other law enforcement purposes.
14. Coroners. We may, and are often required by law, to disclose your PHI to coroners or medical examiners in connection with their investigations of deaths.
15. Organ or Tissue Donation. We may disclose your PHI to organizations involved in procuring, banking or transplanting organs and tissues.
16. Research. We may use and disclose your PHI for research purposes. Your medical record may be reviewed, and data included in a research study in compliance with federal and state laws. Your PHI may be reviewed in preparation for research or to notify you about research studies in which your provider may consider you a candidate or which you may have interest. In some cases, PHI may be used or disclosed for research, and no additional authorization is required from you. In some cases, an Institutional Review Board (IRB) or its designee may determine whether your authorization is necessary for your PHI to be used or disclosed for research purposes. If required, your written authorization will be requested, and you will only become a part of one of these research projects if you agree to do so and sign an authorization.
17. Public Safety. We may, and are sometimes required by law, to disclose your PHI to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.
18. Specialized Government Functions. We may disclose your PHI for military or national security purposes or to correctional institutions or law enforcement officers that have you in their lawful custody.
19. Workers' Compensation. We may disclose your PHI for Workers' Compensation or other similar programs as authorized or required by law. These programs provide benefits for work-related injuries or illness.
20. Breach Notification. In the case of a breach of unsecured PHI, we will notify you as required by law. If you have provided us with a current e-mail address, we may use e-mail to communicate information related to the breach. In some circumstances our business associate may provide the notification. We may also provide notification by other methods as appropriate.

B. Other Uses or Discloses of Your Health Information

Except as described in this Notice of Privacy Practices, this medical practice will, consistent with its legal obligations, not use or disclose your PHI without your written authorization. If you do authorize this medical practice to use or disclose your PHI for another purpose, you may revoke your authorization in writing at any time.

C. Your Health Information Rights

1. Right to Request Special Privacy Protections. You have the right to request a restriction or limitation on the PHI we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the Health Information we disclose about you to someone who is involved in your care or the payment for your care, such as a family member or friend. You must make your request in writing and tell us what information you want to limit; whether you want to limit our use, disclosure or both; and to whom you want the limits to apply, for example, only to you and your spouse. If you tell us not to disclose information to your health plan concerning health care items or services for which you paid for in full out-of-pocket, we will abide by your request, unless we must disclose the information for treatment or legal reasons. We reserve the right to accept or reject any other request and will notify you of our decision.
2. Right to Request Confidential Communications. You have the right to request that you receive your PHI in a specific way or at a specific location. For example, you may ask that we send information to a particular e-mail account or to your work address. We will comply with all reasonable requests submitted in writing which specify how or where you wish to receive these communications.
3. Right to Access. You have the right to inspect and receive a copy your PHI, with limited exceptions, for as long as we maintain the PHI. To access your PHI, you must submit a written request detailing what information you want access to, whether you want to inspect it or get a copy of it, and if you want a copy, your preferred form and format. We will provide copies in your requested form and format if it is readily producible, or we will provide you with an alternative format you find acceptable, or if we can't agree and we maintain the record in an electronic format, we will provide in your choice of a readable electronic or hardcopy format. We will also send a copy to any other person you designate in writing. As permitted by law, we will charge a reasonable fee for providing a copy of your PHI which covers our costs for labor, supplies, postage, and if requested and agreed to in advance, the cost of preparing an explanation or summary.

We may deny your request without providing you an opportunity for review under limited circumstances. In other circumstances, we may deny your request provided we give you the right to have such denials reviewed.

4. Right to Amend or Supplement. You have a right to request that we amend your PHI that you believe is incorrect or incomplete. You must make a request to amend in writing and include the reasons you believe the information is inaccurate or incomplete. We are not required to change your PHI, and if we deny your request, will provide you with information about this medical practice's denial and how you can disagree with the denial.
5. Right to an Accounting of Disclosures. You have a right to receive an accounting of certain disclosures of your PHI made by this medical practice.
6. Right to a Paper Copy of this Notice. You have a right to a paper copy of this Notice at any time, even if you have previously requested the Notice electronically.

If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact our Department of Compliance & Privacy using information is at the bottom of this Notice.

D. Changes to this Notice of Privacy Practices

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our web site.

E. Complaints

You can complain If you feel we have violated your rights by contacting our Department of Compliance & Privacy using the information below. You can file a complaint with the Secretary of the United States Department of Health and Human Services Office for Civil Rights.

We will not retaliate against you for filing a complaint.

Department of Compliance & Privacy
Allergy Partners
1978 Hendersonville Road
Asheville, NC 28803
(T) (844) 744-9509
Email: compliance@allergypartners.com

This Notice is effective July 1, 2023.