

# HIPAA Privacy Policy

**Effective Date:** July 19, 2025

**Butler Chiropractic – Warner Robins, GA**

This Notice of Privacy Practices describes how your protected health information (PHI) may be used and disclosed by **Butler Chiropractic** and how you can access this information. We are committed to safeguarding your health information in accordance with the **Health Insurance Portability and Accountability Act of 1996 (HIPAA)**.

## 1. Our Legal Duty

We are required by law to:

- Maintain the privacy of your PHI.
- Provide you with this notice of our legal duties and privacy practices.
- Follow the terms of this notice.

## 2. How We May Use and Disclose Health Information

We may use or disclose your health information for the following purposes:

- **Treatment:** To provide, coordinate, or manage your care with other healthcare providers.
- **Payment:** To bill and collect payment from you, your insurance company, or other payers.
- **Healthcare Operations:** For administrative, quality assurance, and internal management purposes.
- **As Required by Law:** To comply with legal or regulatory requirements, including public health reporting.
- **Authorized Individuals:** With your consent, to family members or others involved in your care.

## 3. Your Rights Regarding Your Health Information

You have the right to:

- **Access Your Records:** Request to review or obtain copies of your health records.
- **Request Amendments:** Ask us to correct your health information if you believe it is incomplete or inaccurate.
- **Request Restrictions:** Request limits on the use or disclosure of your health information.
- **Request Confidential Communications:** Specify how or where we contact you regarding your care.
- **Receive an Accounting of Disclosures:** Request a list of disclosures made of your PHI outside of treatment, payment, and operations.

## 4. Our Responsibilities

- We will not use or share your information other than as described here unless you authorize us in writing.

- We will notify you if a breach occurs that compromises the privacy of your PHI.

## 5. Complaints

If you believe your privacy rights have been violated, you may file a complaint with:

- **Our Office:**  
Butler Chiropractic  
2278 Moody Road, Suite C  
Warner Robins, GA 31088  
Phone: (478) 918-0102  
Email: [frontdesk@butlerwellness.com](mailto:frontdesk@butlerwellness.com)
- **U.S. Department of Health & Human Services:**  
Visit [www.hhs.gov/ocr/privacy/hipaa/...](http://www.hhs.gov/ocr/privacy/hipaa/...) for more information.

We will not retaliate against you for filing a complaint.