NOTICE OF PRIVACY PRACTICES (NPP)

Tang Traditional Acupuncture & Chinese Medicine LLC

DBA: Tang Acupuncture

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.

OUR RESPONSIBILITIES

Tang Acupuncture is required by law to:

- Maintain the privacy of your Protected Health Information (PHI)
- Provide you with this Notice of Privacy Practices
- Notify you following a breach of unsecured PHI when required by law
- Follow the terms of this Notice currently in effect

HOW WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION

Treatment

We may use and disclose your PHI to provide, coordinate, and manage your healthcare services.

Examples:

- Acupuncture treatment planning
- Clinical documentation
- Coordination with referring providers

Payment

We may use and disclose PHI to obtain payment for healthcare services.

Examples:

- Insurance verification
- Claims submission
- Claims review
- Payment collection

Business Associates involved may include:

- Jane App
- Spruce Health
- Claim.MD
- Availity

Health Care Operations

We may use PHI for:

- Quality improvement
- Compliance activities
- Staff training
- Audits
- Business management

Appointment Reminders

We may contact you regarding:

- Appointments
- Follow-up visits
- Schedule changes

Methods may include:

- Telephone
- Email
- Secure messaging
- SMS communications
- Methods may vary according to patient preferences.

Individuals Involved in Your Care

With your agreement or as otherwise permitted by law, we may disclose information to family members, caregivers, or others involved in your care or payment for your care.

As Required by Law

We may disclose PHI when required by:

- Federal law
- State law
- Court order
- Public health authorities

Public Health Activities

We may disclose PHI for:

- Disease reporting
- Public health investigations
- Health oversight activities
- Reporting adverse events when required by law.

ADDITIONAL PRIVACY PROTECTIONS

Reproductive Health Information

Tang Acupuncture is committed to protecting the privacy of reproductive health information in accordance with applicable federal and state laws, including current HIPAA Privacy Rule requirements.

Where required by law, we will not use or disclose protected reproductive health information for prohibited purposes without obtaining any required legal authorization, attestation, or other documentation.

Examples of reproductive health information may include records related to fertility care, pregnancy, pregnancy loss, reproductive system conditions, or other reproductive healthcare services.

Minimum Necessary Standard

When using or disclosing protected health information, we will make reasonable efforts to limit the information shared to the minimum necessary to accomplish the intended purpose, except where otherwise permitted or required by law.

Additional Disclosure Restrictions

When applicable law requires additional safeguards for certain protected health information, including reproductive health information, Tang Acupuncture will comply with those requirements before releasing such information to third parties.

Requests for records that require a legal attestation or other authorization under applicable law will not be processed until all required documentation has been received and reviewed.

YOUR RIGHTS

You have the right to:

- Access Your Records: Inspect and obtain copies of your health records.
- Request Amendments: Request corrections to your records.
- Request Restrictions: Request limits on certain uses or disclosures.
- Confidential Communications: Request communications by alternative means or locations.
- Accounting of Disclosures: Request certain disclosure records.
- Obtain a Copy of this Notice:

  You may request a paper copy of this Notice at any time, even if you have agreed to receive it electronically.

- Electronic Access:

  You have the right to obtain an electronic copy of your medical records when such records are maintained electronically. We may charge a reasonable cost-based fee for providing copies.

Restriction on Health Plan Disclosures:

Request restrictions on disclosures to health plans when you have paid for services out-of-pocket in full, as permitted by law.

Personal Representatives:

Designate a personal representative to act on your behalf when permitted by law.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with Tang Acupuncture or with the Secretary of the U.S. Department of Health and Human Services.

To file a complaint with our Practice, contact:

- Tang Acupuncture

  Privacy Officer: Zhengdong Tang, L.Ac.

  Phone: 919-503-3558

  Email: info@tangacupuncture.com

- U.S. Department of Health and Human Services

  Office for Civil Rights

  200 Independence Avenue, S.W.

  Washington, D.C. 20201

  Toll-Free: 1-800-368-1019

  Website: https://www.hhs.gov/ocr/privacy/hipaa/complaints/

You will not be retaliated against for filing a complaint.

CHANGES TO THIS NOTICE

We reserve the right to change the terms of this Notice and to make the revised Notice effective for all protected health information that we maintain.

Any revised Notice of Privacy Practices will be made available upon request, posted in our office, and published on our website.

CONTACT INFORMATION

Tang Acupuncture

3921 Sunset Ridge Rd, STE 302, Raleigh, NC 27607

Phone: 919-503-3558

Fax: 919-823-6060

Email: info@tangacupuncture.com

Website: https://tangacupuncture.com

Owner / Provider / Privacy Officer / Security Officer: Zhengdong Tang, L.Ac.

PATIENT ACKNOWLEDGMENT

A separate Acknowledgment of Receipt of Notice of Privacy Practices form is maintained by the Practice.

Last Updated: 03/13/2026