

# **AMERICAN ACADEMY OF INTERNATIONAL EDUCATION, INC.**

Faculty of Health & Medicine – School of Therapeutic Massage

## **PRIVACY NOTICE (Effective January 01, 2022)**

**Please be aware that we are NOT a ‘Massage Clinic’. We are a School of Massage, duly licensed as such by the State of Michigan since 2011. We train students in Massage Therapy. The students, for licensing purposes, are required to have certain hours of practical training, under the supervision of a teacher who is licensed as a Massage Therapist. You have agreed to be treated by a massage therapy student.**

This notice describes how personal & medical information about you may be used and disclosed, and how you can get access to this information. ***PLEASE REVIEW IT CAREFULLY.***

### **1. HIPAA & CLIENT Rights:**

A Federal Act, called the Health Insurance Portability & Accountability Act (HIPAA) gives you some specific rights concerning the information you provide while volunteering as a Practicum client at the American Academy of International Education, Inc. (AAIE) – Therapeutic Massage Department.

This notice gives you information about those rights under HIPAA.

### **2. Understanding the Type of Information We Have:**

We receive information about you when you volunteer to participate as a client in our Practicum Lab. This includes;

- i. Your Full Name
- ii. Your Date of Birth
- iii. Gender & Marital Status
- iv. Social Security Number
- v. Home Address
- vi. Telephone Number
- vii. Email Address
- viii. Your health history, health issues & medicine you take or have taken
- ix. Information about your health insurance (We may be able to bill the insurance company)
- x. Information about your healthcare professionals – doctors, clinics, etc.
- xi. Next of Kin – Who to contact in case of an emergency

### **3. Our Privacy Commitment To You:**

We care about your privacy. The information we collect about you is private & confidential. We are required to give you this “Notice of Privacy” practices.

Only those people who have the need and the legal right may see your information. Unless you give us permission, in writing, we will only disclose your information for the purposes of treatment services, instruction, accreditation, your healthcare providers or when we are required by law to do so.

- **Treatment Services:** We may disclose information about you in order to assess or formulate your ‘Treatment Plan’. For example, your student-therapist may consult with instructional personnel concerning appropriate and beneficial treatment.
- **Your physician, Healthcare Team, hospital, clinic or your health insurer, etc.** to help support, improve or enhance your health, diagnosis, prognosis and appropriate treatment.

- **Instruction and/or Research:** We may use and disclose information to instruct your student-therapist. For example, instructional personnel must check the documentation completed by the student-therapist. We may use the information for any research to improve massage therapy for any health condition, without divulging your identity.
- **Accreditation:** We may need to disclose information in order to fulfill accreditation requirements for our program. For example, accreditation personnel may need to verify the documentation of the students' required massages.
- **As Required By Law:** We will release information when we are required by Law to do so. Examples would be for subpoenas or other court orders or other kind of emergencies.
- **With Your Permission:** If you give us permission in writing, we may use and disclose your personal information in this Privacy Notice to anyone else.

If you give permission, you have the right to revoke your permission at any time. This must be 'in writing', too. We are unable to take back any uses or disclosures already made with your permission.

#### 4. **Complaints & Communications to American Academy of International Institute (AAIE):**

If you have any concerns or complaints about the student-therapist, the massage therapy instructor or about the service, you may write to:

Dr. Shakil Khan, President  
 American Academy of International Education  
 41800 Hayes Road, Suite 116  
 Clinton Township, MI 48038  
 Email: [info@americanacademyedu.org](mailto:info@americanacademyedu.org)

- You will NOT be penalized for filing a complaint.

#### 5. **Complaints to the Federal Government:** You may write to:

Office of Civil Rights, Department of Health & Human Services  
 200 Independence Ave. S. W. Washington DC 20201  
 Tel: 866-927-7748. Email: [ocprivacy@hhs.gov](mailto:ocprivacy@hhs.gov)

#### 6. **For More Information:**

If you have any questions or concerns, or if you require more information, you may contact:

1. The Instructor – who is supervising the student-therapist
2. Dr. Shakil Khan at AAIE (248-822-6000) or [info@americanacademyedu.org](mailto:info@americanacademyedu.org)

#### 7. **If you believe your Privacy Rights have been violated, you can file a complaint with:**

1. Department of Therapeutic Massage, American Academy of International Education – as above
2. The Department of Health & Human Services – as above

#### 8. **Changes to This Notice:**

We reserve the right to revise this notice. A revised notice will be in effect for information we already have about you as well as any information we may receive in the future. We are required, by law, to comply with whatever notice is currently in effect.

If you wish to be notified about any changes to this notice, please contact our school.