

# The Illinois Acupuncturist

The newsletter of the Illinois State Acupuncture Association

Illinois State Acupuncture Association

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Autumn 2003

## PRESIDENT'S PERSPECTIVE

This has been another active year for the ISAA. I would like to thank all of you who continue to support the ISAA with your monthly legislative pledges and to those who have donated their time to assist with projects. It has made such a difference in our ability to be effective in this legislative campaign and in running the office.

### Legislative

We have been working on the new legislation for 1.5 years and we are in the home stretch as we are aiming to pass our bill during the fall veto session. It has been a slow process, but the good news is we are making progress.

We are currently in discussions with the Illinois State Medical Society (ISMS) regarding the two changes to our bill, namely modifying the physician referral clause and adding herbs into our scope of practice. We met with the sub-committee responsible for allied health care professions on October 1<sup>st</sup>. Dr. David, Edelberg, an ISMS member, was our main presenter making our case to the committee. Claudette Baker and Dean Mouscher also made our case to the Committee as did Dr. David Knudtson, an internist at Evanston-Northwestern Hospitals.

Dean Mouscher, Evan Williams of Morrill & Associates and I put together an information booklet for the (ISMS). The booklet includes the 'National Trend of State Laws' for acupuncture, herbal medicine and the status of physician referral requirements. We are printing this table for your information.

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We also included letters of support written by local MDs, (two are ISMS members) and several patient consumers of Oriental Medicine. We were able to secure detailed letters supporting the inclusion of herbs into our scope of practice and modifying the physician referral due to the stellar safety record of acupuncture and herbs in this country from the AAOM, ACAOM, NCCAOM, The Oriental Medical Association of New Mexico and Bastyr University.

New Mexico pointed out that since the inception of licensing in that State (1989), not one complaint has been made against a licensed acupuncturist for the use of herbs, which have been in their scope of practice since then.

It seems that we were well received by the committee, although we have not received any feedback from them yet. We must go through the proper channels at the ISMS if we have any hope to neutralize their opposition to our proposed legislation. This is why we have not been able to begin our grassroots campaign to push our bill.

However, that day is not far away. By the time you read this newsletter, we will be in the midst of calling, writing and visiting our representatives in their offices to educate them about why it is important to vote for our bill.

If you haven't already done so, please write your letters of support and have your patients, family and friends write one as well. We will send out specific information as to the points that need to be made in the letters. At the time of this writing, we are not sure how it will go with the ISMS, so please stay tuned. Once we know, we will have the phone tree activated and a detailed letter sent out.

If we are to succeed, EVERYONE MUST TAKE IMMEDIATE ACTION WHEN THE CALL GOES OUT. Together with our lobbyists, we have laid the groundwork for our bill. Without the grass-roots effort, we will not be successful.

In the meantime, if you haven't been contacted by someone in the ISAA for your State Rep and Senator information, please call us with the district you live and work in and if you know, the names of your representatives. You can find your state legislators by going through the following process: Find your ZIP+4 zip code by going to: <http://www.usps.com/zip4/>

When you know the Zip+4, go to <http://www.legis.state.il.us/> and select the "Legislator Lookup" under the "Additional Resources" section in the lower right corner. Type in the Zip+4 and it will show your State Senator, State Representative and your US Congressperson. The links there will help you find the contact info so you can contact your legislators. Please note that you will likely find Springfield and district addresses. Remember that a personal visit to a legislators' office is worth 100 letters!

If you don't have Internet access, you can call the ISAA office and someone will help you find that information. Or, call your local League of Women Voters for help. The Chicago League phone number is: 312-939-5935.

This is something we can do now so that we can 'hit the ground running' when we are given the go ahead. Please call Patricia Faivre at 815-899-2399 if you can volunteer to help out.

### **\*\*\* URGENT\*\*\* Financial Update**

We are so close to our goal. However, the ISAA still owes \$3,500 every month through February, 2004, in addition to the \$1,500 that the other IAF groups already pay each month. The pledges we currently receive only cover 45% of our monthly commitment. We don't have another CEU class scheduled until February and it is essential that we continue to pay our lobbyist if we are to expect him to do the best job for us.

Please give whatever amount you are able. If you haven't already pledged or if you can afford to pledge an additional one-time amount or increase your pledge for the next 4 months, please take a moment to call Lisa and pledge your support. Everyone will benefit from your generosity, starting with you.

### **Continuing Education**

We are planning some great CEU classes for 2004. We are hoping to sponsor classes with Matt Callison as well as bringing in an advanced clinician to teach Auricular Acupuncturist. Dr. Hong Luo and myself will teach TCM Oncology on Sunday, February 8. Please plan on supporting the ISAA while enhancing your clinical skills and earning the required CEU's for re-licensing and re-certification.

**Many thanks to ISAA members, Dr. Hong Luo and Dr. Charles Lo** for generously contributing their time to teach their wonderful classes earlier this year. We appreciate all the time and energy that they put into these classes and have had glowing responses from those who attended.

The Auricular Acupuncture weekend taught by Dr. Terry Oleson in September was a huge success. We had

105 doctors and acupuncturists attend from all over the Midwest! We are planning to sponsor another Auricular class with an advanced clinician early next year.

If you would like to teach a half or full-day class, (or know someone else who does) please call Patricia Faivre at 815-899-2399. We welcome your participation.

### **Ephedra Issue**

In response to the ephedra ban, I spent many weeks compiling data to create a 1-page Ephedra Fact Sheet and a more expanded 5-page Ephedra Position Paper. The one page fact sheet is included in this newsletter. I collected letters from the AAOM, ACAOM, NCCAOM, Pacific College and the Asian American Acupuncture Association (AAAA) in support of an exemption for NCCAOM or equivalent Board Certified Herbalists. We presented this packet to both the IL Senate and House of Representative sponsors.

Because we do not have herbs in our scope of practice, they could not justify allowing an exemption. However, we have the word from both sponsors to work with us once we do have herbs in our scope.

As you can see, it is essential that we do everything possible to pass our bill.

### **Asian New Year (already?)**

It is not too early to begin thinking about Asian New Year. Please start to collect items for the silent auction. Some items could include: original artwork, restaurant or other gift certificates, OM supplies/herbs from a vendor that you do business with, a week or weekend vacation rental, airline tickets, etc.

We need to find a restaurant that can seat 200+ people for our event. Please leave a message on the ISAA answering service with any suggestions, questions or donation ideas.

We are forming the A.N.Y. Committee and need 3 or 4 member volunteers in addition to our Board of Directors. Please leave us a message if you can give an hour or two for several weeks when we are in the more active planning stages.

I just have to say again, what a GREAT job we have all done! Thank you!

Claudette Baker, L. Ac., Dipl. Ac. & Herbs  
President

# **EPHEDRA - Ma Huang - Fact Sheet**

Illinois State Acupuncture Assoc. & AAOM

Ma Huang (H. Ephedra) is one of the most important herbs in the Chinese Materia Medica. It is a part of traditional medicine that is safely used by millions of Asians and Americans in the U.S. and it has been safely used in Asia for thousands of years.

Ma Huang has documented use for asthma, colds and flu in China for 2,000 years with oral traditions of its use dating back to 5,000 years ago. To remove the availability of this herb from traditional cultures that have safely used it for thousands of years may be considered an affront to the entire Pacific Rim Culture.

Many state medical regulatory boards include herbs in their scope of practice for Acupuncture and Oriental Medicine because of the recognized training and expertise in herbal medicine

Ma Huang is **NOT** used in Oriental Medicine for weight loss or athletic performance. This constitutes a "new and unproven use" and should be addressed.

Ma Huang is NOT a dangerous herb, but instead is a very useful herb. It is invaluable for treating many serious illnesses, such as asthma. It is used in **small dosages and usually for short periods of time.**

**We suggest an amendment to any proposed ephedra ban to allow NCCAOM Board Certified Herbalists (or equivalent NCCA accredited agency certification) to be exempt from such ban on Ma Huang,** based on education, accreditation and certification in Chinese Herbs.

New York State legislation was passed by the Senate and the Assembly in 2003, which exempts Oriental Medicine Practitioners from the ban on ephedra.

The U.S. Dept. of HHS commissioned the RAND Corporation to analyze and assess the existing literature on Ma Huang-based supplements. The 2/28/03 RAND Report points out that none of the 17,000+ adverse events discussed in the report involve the use of the Ma Huang in Chinese herbal formulas under Chinese medicine treatment protocols.

Ma Huang is safe when administered by qualified health care providers. The National Certification Commission for Acupuncture and Oriental Medicine (NCCAOM) is the only herbal certifying agency in the United States. Practitioners who are NCCAOM Board Certified are trained to know when to use, monitor and discontinue Ma

## **MEMBERSHIP RENEWAL**

Memberships for the ISAA are annual and expire December 31, 2003. We appreciate everyone's support and legislative assistance. Many donors to legislative campaign did not renew the 2003 membership. Membership is separate from legislative donations. To remain a current member, to continue to receive class discounts and potential client referrals, please renew for 2004.

Huang based on risk versus benefit. There is a small (theoretical risk) potential but the benefits far outweigh any risk.

NCCAOM Herbal Board Certification requires 1800 hours of study in an accredited college of Oriental Medicine, as set forth by the Accreditation Commission for Acupuncture and Oriental Medicine (ACAOM). Candidates must pass the NCCAOM's rigorous exam on herbal medicine.

Dietary and performance supplements may presently contain extremely high doses of Ma Huang, and they are often combined with other stimulants such as caffeine. These particular products pose a health risk and should be banned.

Traditional herbal products containing Ma Huang yield lower or similar concentrations of total ephedrine alkaloids than OTC drugs containing ephedrine. (i.e., 1,000 mg. of Ma Huang contains only 12 mg. of ephedrine & pseudoephedrine combined. FDA guidelines for safe dosage is <150 mg. ephedrine in 24 hours.)

**Contact for further information:**

Claudette Baker, L. Ac. Dipl. Ac. & Chinese Herbs (NCCAOM)  
President, Illinois State Acupuncture Association (ISAA)  
Past President, American Association of Oriental Medicine AAOM  
[claudettebaker@sbcglobal.net](mailto:claudettebaker@sbcglobal.net) (847) 998-8860

Half page golden flower ad

# Continuing Education

## ISAA Auriculotherapy Seminar A Success

by Nicole Hohmann, L.Ac.

Over 100 practitioners from several mid-western states attended Terry Oleson's Essentials of Auriculotherapy Seminar on September 13th and 14th and earned 13 CEUs toward re-certification. During the weekend, we learned how to treat internal medical diseases and musculoskeletal pain integrating both traditional Chinese and modern biomedical uses of ear points based on Chinese, European and American research. Terry gave a balanced account of history, research and clinical information. As a researcher himself for decades on this topic, many found his presentation to be very valuable. The seminar was very engaging with Terry's use of multimedia, demonstrations, and hands-on practice sessions. Many practitioners have since commented they began using or further integrating auricular protocols in their practices the next day. Feedback was overwhelmingly positive and some attendees requested that the ISAA host another more advanced auricular seminar in the future. The ISAA is currently looking into hosting such workshops to meet this need.

## Upcoming Classes TCM Oncology Course Matt Callison

### TCM ONCOLOGY COURSE

Sunday, February 8, 2004 9AM to 5PM Location: TBA  
Presenters: Hong Luo, OMD, L.Ac. and Claudette Baker, L.Ac., Dipl.Ac. and Herbs(NCCAOM)

COST: ISAA Members \$110 Non-members \$140 To Register call the ISAA voicemail at 773-271-4387

The ISAA is offering an excellent opportunity to sharpen your skills in supporting the health of your cancer patients. Two of the Chicagoland's most qualified herbalists and acupuncturists, Hong Luo and Claudette Baker, will combine their extensive knowledge for this presentation.

This one day workshop will cover a complete overview of cancer treatment, including:

- Causes of Cancer
- TCM Differentiation
- TCM Treatment
- Acupuncture
- Herbal Medicine
- Other Non-TCM nutritional & supplemental approaches
- Counseling cancer patients on lifestyle, diet, and other ways to improve their health

Participants will go back to their practices on Monday with knowledge of herbal treatments for the following cancers:

- Breast
- Colon

- Lung
- Lymphoma
- Myelomas
- Ovarian
- Prostate

You will also receive information on treatment therapies:

- Prior to, during and after chemotherapy and radiation.
- During remission.
- For side effects such as: nausea, sweats, dry mouth, mouth sores, abdominal cramping, diarrhea, constipation, low blood counts, fatigue, depression, anxiety, lymphedema, and fluid in the lungs.

**DON'T MISS THIS CHANCE TO BROADEN YOUR KNOWLEDGE AND HELP YOUR PATIENTS!!!**

## **DR. HONG LUO**

Hong Luo, OMD, L.Ac, recently moved to the Chicago area from Portland, Oregon. She has a private practice in Rolling Meadows, Illinois. Beside general practice, her specialty is gynecology and oncology. In addition to her private practice, Until recently, Hong Luo worked at the Center for Complementary Medicine at Lutheran General Hospital.

Before moving to the Chicago area, Hong Luo served on the faculty of the Oregon College of Oriental Medicine for six years, teaching classes in Chinese herbs and clinical techniques and providing clinic supervision for third-year interns.

Hong Luo received her OMD degree (Doctor of Oriental Medicine) at the Guangzhou University of Traditional Chinese Medicine in Guangzhou City, People's Republic of China. She also had her advanced TCM training with Chen Jiwu who is a TCM practitioner and living National Treasure. While in China, she worked as an attending physician at the Guang An Men Hospital, an affiliate of China Academy of TCM in Beijing integrating Chinese herbal medicine and acupuncture

and Western medicine to treat various of diseases.

Hong Luo has also published numerous articles in several Chinese journals and international journals.

## **CLAUDETTE BAKER**

Claudette Baker, Licensed Acupuncturist, Dipl. Ac and Herbs (NCCAOM) is the founder and director of Glenview Healing Arts Center, is currently President of the Illinois State Acupuncture Association and is President Emeritus of the American Association of Oriental Medicine. She is also very active on the AAOM Herbal Medicine Committee.

Ms. Baker has been practicing Oriental Medicine for 19 years. In March 2001, she relocated her practice from Evanston to Glenview and founded the Glenview Healing Arts Center. From 1994-98 Ms. Baker coordinated Herbal Certification courses with the Institute of Chinese Herbology, Berkeley, and also taught several classes in the course. She will teach Oriental Medicine Cancer Treatment at the AAOM's annual convention in 2003.

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## **MATT CALLISON**

The ISAA Continuing Education Committee is working to bring Matt Callison to the Chicago area, near the end of February, 2004. This will be a wonderful opportunity to study with an expert in the orthopedic acupuncture field. The following article written by board member, Sonia Rivera gives you more details. Watch for further information in the near future!

Upon earning his Bachelor of Science Degree in Sports Medicine from San Diego State University in 1985, Matt Callison began his career as an athletic trainer. In 1991, Mr. Callison received his Masters Degree in Traditional Oriental Medicine from Pacific College of Oriental Medicine (PCOM), where he is currently a faculty member. His classes include "Treatment of Orthopedic Disorders" and "Acupuncture Point Anatomy Studies on Cadaver Specimens." In addition to teaching, Mr. Callison serves as the supervisor at the University of California's San Diego Sports Medicine RIMAC Center, where they are blending Chinese and Sports Medicine together in a western setting. Mr. Callison's unique ability to blend Chinese Medicine with Sports Medicine has garnered him an excellent reputation especially among professional athletes. His international lecture series, "The Energetics of Structural Balance" lays the groundwork on which that reputation was built.

My experience with Matt Callison has provided sustained inspiration to my practice. From his impactful seminars on orthopedic acupuncture, and my internship

with him at the RIMAC center, he provided me with invaluable resources as I sought to broaden the scope of my practice. During the time that I worked with him at his clinic, I had the opportunity to witness first hand his unique treatments for a wide variety of musculo-skeletal disorders including Impingement Syndrome, Sciatica, Thoracic Outlet Syndrome, Carpal Tunnel, TMJ, Shin Splints, Ankle Strains, Plantar Fasciitis, just to name a few.

What made many of his treatments unique and particularly interesting was his treatment of motor points on the affected musculature. One of Mr. Callison's most important contributions to the world of orthopedic acupuncture was the mapping out of these motor points for the entire body. Motor points can be defined as the most electrically excitable area of any given muscle. Working with these points directly can reduce muscle tension more quickly than random needling in the same vicinity. The use of motor points is therefore a more precise and impactful treatment of conditions related to muscular tension. In addition to local treatment of muscular strain and imbalance, Callison treats the corresponding Huatuoji points to add a more "global" dimension to the local treatment.

As a teacher, Mr. Callison presents his insights with a humorous engaging style that is succinct, clear and inspiring. Find out more about his upcoming workshop, I guarantee you won't want to miss

# LEGISLATIVE UPDATE

By Dean Mouscher, L.Ac

On October 1<sup>st</sup> we presented our case to the Illinois State Medical Society to change the Illinois Acupuncture Practice Act to include herbs in our scope of practice and to modify the physician referral requirement. The main presenter was David Edelberg, M.D. Some of you may recall that Dr. Edelberg appeared twice before the ISMS in 1996 in our successful bid to pass a law licensing acupuncturists in Illinois. Also speaking to the ISMS were David Knudtson M.D., ISAA President Claudette Baker, and myself.

For the modification of the physician referral requirement, our main point was that it is undesirable for patients and physicians both, and that modifying it would not compromise patient safety in any way. It is unfair and unreasonable to ask physicians to refer to a therapy in which they have received no training. Every referral they make exposes them to some degree of liability, all the more so if it is to a practice about which they know little or nothing. In addition, if a patient comes for an office visit the only purpose of which is to obtain a referral for acupuncture, no service is performed for which insurance can be billed.

Modifying or eliminating the physician referral requirement is the overwhelming national trend. In the past 12 years, 18 states have either eliminated the physician referral requirement or passed laws with no such requirement. If patient safety were a problem, the trend would be the opposite. The trend also indicates that physicians in these states are recognizing that the physician referral requirement is undesirable from their point of view. We presented a number of letters from Illinois M.D.s supporting our position.

On the herbal front, our argument was again that history demonstrates that the use of Chinese herbs is remarkably safe, particularly when prescribed by qualified practitioners. And how much better and safer to regulate the use of herbs by including it in our scope of practice than to leave it unregulated. Again we presented letters from several Illinois M.D.s in support of our position. We also presented letters from authorities around the country who vouched for the outstanding safety record of herbs.

**The atmosphere was friendly and cordial. The full Board of Directors of the ISMS is scheduled to meet soon. We will let you know their decision. If it is unfavorable we will make our case directly to legislators. Protocol requires, however, that we first make our case to the ISMS.**

## THE NATIONAL TREND

Of the 51 states (including the District of Columbia), 40 statutorily recognize acupuncture, the remaining 12 allow acupuncturist to practice as unlicensed professionals (?). Of the 40 states with acupuncture statutes, 21 expressly include herbs within the practice of acupuncture and 31 allow acupuncturists to treat patients without any referral order from a physician.

<b>State Laws Regarding Physician Referral and Use of Herbs by Acupuncturists</b>				
<b>State</b>	<b>Acupuncturists' Scope of Practice Includes Herbs?</b>	<b>Herbal Exam Required?</b>	<b>Physician Referral Required?</b>	<b>Citation</b>
Alaska	No	--	No	AS 08.06.010 08.06.190 regulations 12 AAC 05.100.05.990
Arizona	"Herbal poultices"	No	No	Title 32, Chapter 39
Arkansas	Yes	No	No	Act 816 of 1997

State	Acupuncturists' Scope of Practice Includes Herbs?	Herbal Exam Required?	Physician Referral Required?	Citation
California	Yes	Yes, California herbology exam	No	CA Business and Professions Code, Chapter 12, Sections 4925-4979
Colorado	Yes	No	No	CO revised statutes Title 12 Article 29.5
Connecticut	No	--	No	Chapter 384c
D.C.	No	--	Yes	Chapter 47, Title 17 DCMR
Florida	Yes	No	No	FS 457, Rule 64B 1
Georgia	Yes	No	No	
Hawaii	Yes	No	No	436E, Hawaii Revised Statutes
Idaho	Yes	No	No	54-4701-4703
Illinois	No	--	Yes	225 Illinois Compiled Statutes 2/1 – 2/999
Indiana	No	--	Yes	IC 25-2.5
Iowa	No	--	No	148E, Administrative Rules: IAC 653 Chapter 14
Louisiana	No	--	Yes	LA R.S. 37: 1356 through 37: 1360
Maine	No	--	No	32 MRSA, Chapter 113-b
Maryland	No	--	No	1A-101-502
MA	Yes	No	No	Statute Number: 589
Minnesota	Yes	No	No	MS 147B
Missouri	No	--	No	324.475 to 324.499, RSMo.
Montana	Yes	No	No	37-13-101 ET. SEQ., MT Code Annotated
Nevada	Yes	No	No	Nevada Revised Statutes 634A
New Hampshire	Yes	No	No	NH RSA 328-G
New Jersey	Yes	No	Yes	NJSA 45:2C-1 through 45:2C-18
New Mexico	Yes	Yes, NCCAOM herbal exam	No	Section 61-14A-1 ET SEQ., NMSA, 1978, as amended
New York	No	--	No	Education Law, Article 160, Sections: 8210-8216
North Carolina	Yes	No	No	Chapter 303 article 30

State	Acupuncturists' Scope of Practice Includes Herbs?	Herbal Exam Required?	Physician Referral Required?	Citation
Ohio	No	--	Yes	4760.00
Oregon	Yes	No	No	ORS 677.757 – 770
Pennsylvania	Yes	No	Yes	
Rhode Island	No	--	No	RIGL 5-37.2
South Carolina	No	--	Yes	S.C. Code Section 40-47-70
Tennessee	No	--	No	Title 4, Chapter 29
Texas	Yes	Yes, NCCAOM herbal exam	Yes	Texas RCSA, Art. 44956 Subchapter F
Utah	No	--	No	Title 58, Chapter 72
Vermont	Yes	No	No	Title 26 Sections 3401 – 3411
Virginia	No	--	No	54.1-2900; 54.1-2956.9; 54.1-2956.10
Washington	No	--	No	18.06
West Virginia	Yes	No	No	Chapter 30, Article 35 of WV Code
Wisconsin	No	--	No	Statute number: 451

## BULLETIN

### Executive Director for ISAA

The ISAA is looking for an executive director to run the day-to-day activities and continuing education courses. We have found that the best way to raise money is to have the CEU classes. Because the Board of Directors are volunteers, and so few others are stepping forward there will never be enough manpower to do what is necessary to have a really successful organization. To this end, the Board has discussed hiring a person to do the work.

We cannot afford a large management team, however, a 1-person home office for now should work well, until the ISAA amasses enough money to rent an office space. Our lobbying bills should be much less next year, so if we can continue to put on good CEU courses, we will be in the black in no time.

Please have interested parties contact Claudette Baker at 847-998-8860.

## LOGO

We have another beautiful logo of two sheep designed by Jim Mitchell arranged within the tai ji symbol. They are available in **S, M, L, XL** on either a black or white 100% pre-shrunk cotton shirts. This is a wonderful way for patients, friends and family to contribute to our legislative drive. Each shirt is only \$20, which means that for every shirt you sell, the ISAA will make \$10.

It would be great if everyone could order one of each color to display in your clinic. **The ISAA has printed order forms and a display sign to make sales easy. Please note the customer name, phone number, size, color and quantity on the order form then send it and the checks to the ISAA office every few weeks.** Please be aware that there are costs for shipping, if you cannot arrange to pick up your order.

Another thought is that you can have custom printing done on the back of the shirt for your clinic or group. The shirts will cost more for printing (and all sales are final), so please discuss your ideas with Joe Mitchell at 847-865-5489

## HIPAA

The following article appeared in the Summer 2003 issue and is back by popular demand. This information is compiled from excerpts of articles that have appeared in Acupuncture Today over the last year and is not intended to be a full interpretation of HIPAA requirements.

HIPAA, the Health Insurance Portability and Accountability Act, requires protection of privacy of patients. HIPAA rules impose significant responsibilities on healthcare providers (including acupuncturists) to protect a patient's health information, and can impose significant fines for failure to protect privacy. Violators can face a prison term for up to 10 years; fines from \$100 to \$250,000; and nonpayment from insurance companies. The deadline for compliance with HIPAA was April 14, 2003.

Some practitioners mistakenly believe that HIPAA only applies to those who engage in insurance billing (insurance billing requires additional requirements such as using standardized forms and transaction codes and is outside the scope of this article). Any healthcare provider who does any of the following is subject to HIPAA: maintain patient records; gather information from a patient; engage in oral communication; or transmit records (electronic or paper copy).

Under HIPAA:

- You must develop policies and procedures that address privacy requirements via a privacy manual. This manual can be a "stand-alone" document, or it can be inserted into your existing office policies and procedures manual. You (the acupuncturist), along with all current and future office personnel and employees, must be trained on HIPAA policies and procedures. Keep a log of training and have employees sign off that they have received training.
- Each office must appoint a privacy officer to oversee the practice's compliance. If you have no employees, you will have to be responsible for all privacy compliance.
- Each office must develop and give a notice of privacy practices to all patients so they understand what your office is doing to ensure the privacy of their information. Patients must sign a form indicating they have received this information. Part of the notice of privacy tells them how to file complaints when they believe their rights have been violated. Keep the signed form.

- Each patient must sign a form giving their consent for treatment, payment and healthcare operations. This form is different than the informed consent form that states the potential risks involved with acupuncture and herbal treatments.
- Each patient must sign an authorization for any and all releases of protected health care information. Don't discuss any medical information with any third parties (other medical professionals that don't work with you, family members, etc.) unless written authorization has been obtained from the patient.
- You will need to develop and have signed "Business Associate" agreements for each organization with which you do business. Adapt each agreement to the circumstances for the arrangement. A "chain of trust" is a concept that mandates that every organization with which you share patient information is HIPAA-compliant in the area of privacy. A business associate is any party that receives or could receive protected information in connection with providing a service to the acupuncturist. In a typical acupuncture practice, this would include a subcontractor or associate with whom you share patient's medical and treatment records, lab records, consultation reports, or demographic information. It could also include any service provider that could see a patient's protected information such as a cleaning service or linen service.
- If you send, receive, request or confirm any patient information electronically, either through a billing service or directly from your office, you must be HIPAA-compliant. This includes handling patient claims; checking or verifying patient insurance coverage or eligibility; checking the status of insurance paper work and/or payments; verifying referral authorizations; or communications with an insurance company.
- Put confidentiality notices on all faxes and e-mails. It is suggested to keep a fax log of all incoming/outgoing faxes.
- Patients can limit the contact you initiate with them. Without written authorization, you cannot use patient information for marketing purposes. This could include birthday cards, fliers and newsletters. Patient authorization is not required when marketing communication is face-to-face. The patient can opt out of marketing communication by filing a written request with your office indicating that they want to be removed from the list.
- You may keep a patient sign-in sheet, but you cannot collect or divulge any protected information.

To get started, figure out what currently exists in your office. This process is called a "gap analysis" and helps you understand the flow of information that must be kept private. You'll ask and answer questions such as:

*What patient information (contact info, SOAP charts, health history, etc.) do you collect, maintain, transmit or receive? What are you and your staff doing to protect that patient health information? Who has access to what information? Do you leave patient files in a location or orientation that a passerby could read information on or in the file, such as; can a patient read the names on a chart lying on your table? Can your patients see your appointment book? Do you leave files lying on a counter unattended while you're in a treatment room? Are your filing cabinets locked at the end of the day so cleaning personnel cannot access files? Do you keep patient information on a computer, and if so, who has access to that computer? Who can access incoming faxes that contain a patients' personal health history?*

When you complete the gap analysis, you will understand where your patients' information is not protected by your current procedures, and you can begin to update procedures necessary to becoming HIPAA compliant. For more information, see <http://www.hhs.gov/ocr/hipaa>; [www.acupuncturetoday.com](http://www.acupuncturetoday.com); or consider attending a HIPAA compliance workshop or hiring a HIPAA compliance consulting services.

## ADVERTISEMENTS

ISAA proudly offers the opportunity to advertise in our quarterly newsletter. Our circulation is to approximately 700 acupuncturists in Illinois, Arkansas, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, and Wisconsin. We offer classified ads and full page, half page, quarter page or eighth page sized ads.

All advertisements must be pre-paid, and camera-ready or in Word or jpg file format.

## CLASSIFIED ADS

Classified ads should be emailed or faxed in typewritten face (not hand-written) to the ISAA office. Call the ISAA office for more information or to place an ad.

### **Front desk part-time position open at the Glenview Healing Arts Center**

**Must have excellent people & phone skills, computer literacy, ability to multitask and physically able to climb ladder to retrieve herb supplies.**

**Available immediately. 10-15 hours a week with the possibility of additional hours as clinic expands**

Training at \$10/hr.; beginning pay \$12/hr. Interested applicants please contact Claudette Baker at 847-998-8860 or [claudettebaker@sbcglobal.net](mailto:claudettebaker@sbcglobal.net)

PLEASE SUPPORT THE GENEROUS ADVERTISERS IN THIS ISSUE

Bioessence

Helio

Far East Summit

OMS

Golden Flower

Seirin

## BULLETIN BOARD

What's Happening in Neighboring States

ISAA encourages neighboring state organizations to submit information on current activities for publication in our quarterly newsletter. Please call the ISAA office for details.

### **Cancellation Notice for ISAA events and CEU classes**

Full refund will be awarded with 2 weeks notice. Fifty percent will be awarded with one-week notice of cancellation. No refund will be awarded 6 days prior to the event. No refund will be awarded for late arrivals. **All refunds are subject to a \$20 processing fee.** As per Illinois and national standards, to receive all the CEU hours, the participant must be present for the entire class.

## ISAA Membership Application

Name \_\_\_\_\_ circle: Male Female

Certification(s) or Degree(s) \_\_\_\_\_

NCCAOM Acu. Cert. # \_\_\_\_\_ Exp. \_\_\_\_\_

NCCAOM Herbal Cert. # \_\_\_\_\_ Exp. \_\_\_\_\_

Acupuncture License # \_\_\_\_\_ State \_\_\_\_\_

Referral Address \_\_\_\_\_

City, Zip and County \_\_\_\_\_

Referral Phone \_\_\_\_\_ Fax \_\_\_\_\_

Area(s) of Specialty \_\_\_\_\_

Please circle the IL referral region you practice in: City of Chicago or Suburbs – N, NW, S, SW, W

Mailing address/city/zip \_\_\_\_\_

Phone for Phone Tree \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

### MEMBERSHIP PRIVILEGES

CATEGORY	COST	VOTE MAILING REFERRALS			
<input type="checkbox"/> Professional	\$200	Y	All	Y	
<input type="checkbox"/> 1 <sup>st</sup> & 2 <sup>nd</sup> Yr Practitioner	\$100	Y	All	Y	
<input type="checkbox"/> Allied	\$100	N	All	Y	
<input type="checkbox"/> Out-Of-State Prof.	\$100	N	Most	Y	
<input type="checkbox"/> Student	\$ 50	N	All	N	School _____
					Expected Grad _____
<input type="checkbox"/> Friend	\$ 50	N	Most*	NA	
<input type="checkbox"/> Patron	\$ 500	N	Most*	NA	

All memberships receive Class discounts.

\*General Information, newsletter, continuing education, etc.

*Please send this form, your payment & copies of your NCCAOM certification and Illinois license to:*

### Illinois State Acupuncture Association

**5315 North Clark Street, Suite 611, Chicago, Illinois 60640-2113**

If you have any questions, please call **773-271-4387**

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We accept Visa, Mastercard, and Discover

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City/State/Zip \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

