



I C M

INSTITUT FÜR CHINESISCHE MEDIZIN

## Declaration of consent for patient

### Personal details (please fill in in block capitals)

First Name, Surname

Street / No.

Gender

☐ m

☐ f

☐ d

Zip / Location

Date of Birth

Phone

Health insurance/supplementary insurance

E-Mail

Insured person no.

Business / Mobile

How did you hear about us?

Emergency contact address and telephone

## Privacy policy

**Responsibility:** Responsible for the processing of your personal data is:

Institut für Chinesische Medizin, ICM GmbH

UID-Nummer: CHE-114.042.761

Falknerstr.4, 4001 Basel

**Purpose of processing:** In order for us to fulfill the treatment contract concluded between you and us, we must collect and process certain personal data from you. On the one hand, personal data is collected when you join our practice (e.g. name, address, contact details, marital status, health details, etc.), and on the other hand, personal data is collected in the course of individual treatments (e.g. in connection with medical histories, diagnoses, therapies or therapy suggestions and findings).

The collection and processing of your personal data therefore primarily serves to

- your medical treatment
- the fulfillment and handling of the treatment contract
- ordering herbs
- as well as the administrative management and billing of the treatment contract and our services (e.g. via the health insurance company).

We can also process the personal data collected,

- to fulfill the legal documentation obligations, e.g. in connection with the maintenance of a patient file. (including medical histories, diagnoses, therapies or therapy suggestions and findings)
- insofar as this is necessary to defend against legal claims asserted against us under the treatment contract.
- Newsletter, if you would like to receive this, please check the box. ☐ Yes ☐ No

**Disclosure:** We treat your personal data confidentially and only disclose it to the third parties listed in this privacy policy. Our practice uses external service providers for various administrative activities. These external

service providers may gain access to your personal data as a result of their activities, whereby they are contractually obliged to treat your personal data confidentially at all times. In this context, your personal data may be disclosed to the following recipients in particular:

Trustee in connection with bookkeeping and the preparation and dispatch of invoices

- Tax consultants, if this should be necessary for the preparation of the tax return,
- IT service companies that provide the software programs and services we use,
- Debt collection companies, if we have to assert our services by way of debt collection,
- Law firms, if a dispute arises from the treatment contract

In addition, we disclose your personal data to

- to health insurance companies and insurers, in particular in connection with the billing of services provided by us.
- to offices and authorities, such as the cantonal or federal health authorities, if this should become necessary in connection with the management of our practice and the authorizations granted.
- other medical and healthcare professionals (e.g. doctors, naturopaths, pharmacists, etc.) if this appears necessary in connection with the medical treatment, e.g. to obtain second opinions or additional information, to ensure representation or to have medicines prepared and dispensed.
- If this appears necessary in connection with the medical treatment, we may also ask other medical and healthcare professionals (e.g. your family doctor) for information about your medical history and in this context disclose that you are being treated by us.

Your personal data (e.g. findings, treatment suggestions, etc.) may also be shared with the following relatives (please tick and specify):

- ☐ Spouse: husband or wife: \_\_\_\_\_
- ☐ Life partner: \_\_\_\_\_
- ☐ Children: \_\_\_\_\_
- ☐ Grandchildren: \_\_\_\_\_
- ☐ Sons and daughters-in-law: \_\_\_\_\_
- ☐ Parents: \_\_\_\_\_
- ☐ other relatives: \_\_\_\_\_

If you are under guardianship or guardianship, your personal data (e.g. diagnoses, invoices, etc.) may be shared with your guardian or guardian.

**Communication:** When communicating by unencrypted e-mail, there is a risk of data being lost, intercepted or manipulated. The confidentiality of data cannot be guaranteed when transmitted by unencrypted email. The same applies to messenger services. We cannot guarantee the confidentiality of communication via unencrypted e-mail or messenger services. If you contact us by email, messenger or similar services, we understand this as consent to the use of these communication channels. We also reserve the right to contact you via these communication channels.

**Declaration of consent:** By signing this data protection declaration, you expressly consent to the processing and disclosure of your personal data in accordance with this data protection declaration. In connection with the disclosure of your personal data, you hereby also expressly release us from the protection of professional secrecy.

**Contact:** If you have any questions regarding the processing of your personal data or the exercise of your rights under data protection law, you can contact us at [info@icm-basel.ch](mailto:info@icm-basel.ch).

Privacy policy version from 31.8.2023

Place, date

Signature of patient

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**If you are unable to keep an appointment, please cancel at least 24 hours in advance. Otherwise the appointment may be charged to you. Thank you for your attention.**

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