

## NOTICE OF PRIVACY PRACTICES

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.

Your medical information is personal. We are committed to protecting your medical information. This Notice applies to all of the records of your care generated by this office whether made by your personal physician or one of the office's employees.

This office is required by law to:

- (1) make sure that medical information that identifies you is kept private;
- (2) give you this Notice of our legal duties and privacy practices with respect to medical information about you; and
- (3) follow the terms of the Notice that is currently in effect.

### **How This Office May Use and Disclose Your Medical Information**

The following describes the different ways that your medical information may be used or disclosed by this office. All of the ways we are permitted to use and disclose your medical information will fit within one of these general categories:

For Treatment. We will use medical information about you to provide you with medical treatment and services. We may disclose medical information about you to doctors, nurses, technicians and other office personnel who are involved in providing you medical treatment.

For Payment. We may use and disclose medical information about you so that the treatment and services you receive at this office may be billed to and payment may be collected from you, an insurance company or a third party.

For Health Care Operations. We may use and disclose medical information about you for office operations. These uses and disclosures are necessary to run our office and make sure that all of our patients receive quality care.

Appointment Reminders. We may use and disclose medical information to contact you, by phone or mail, as a reminder that you have an appointment for treatment or medical care at this office.

Treatment Alternatives. We may use and disclose medical information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

Health-Related Benefits and Services. We may use and disclose medical information to tell you about health-related benefits or services that may be of interest to you.

Research. Under certain circumstances, we may use and disclose medical information about you for research purposes.

As Required By Law. We will disclose medical information about you when required to do so by federal, state or local law.

To Avert A Serious Threat To Health Or Safety. We may use and disclose medical information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person. Any disclosure, however, would only be to someone able to help prevent a threat.

Health Oversight Activities. We may disclose medical information to a governmental or other oversight agency for activities authorized by law.

Lawsuits and Disputes. If you are involved in a lawsuit or a dispute, we may use your medical information to defend the office or to respond to court order.

Law Enforcement. We may release medical information about you if required by law when asked to do so by a law enforcement official.

Coroners and Medical Examiners. We may release medical information to a coroner or medical examiner to identify a deceased person or determine the cause of death.

### **Your Rights Regarding Your Medical Information**

You have the following rights regarding the medical information this office maintains about you:

Right To Inspect And Copy. You have the right to inspect and copy your medical information with the exception of any psychotherapy notes. To inspect and copy your medical information, you must submit your request in writing to the Office Manager. We will respond to your request within 30 days of receiving your request. We may charge a fee for the costs of copying, mailing or other supplies associated with your request.

We may deny your request in certain very limited circumstances. If you are denied, you may request that the denial be reviewed. For information regarding such a review contact the Office Manager.

Right To Amend. If you feel that the medical information we have about is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by this office. Submit your request in writing to the Office Manager. In addition, you must provide a reason that supports your request. We will respond to your request within 60 days of receiving it.

We may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask to amend information for that:

- (1) was not created by us;
- (2) is not part of the medical information kept by this office;
- (3) is not part of the information which you would be permitted to inspect and copy; or
- (4) is accurate and complete.

Right To An Accounting of Disclosures. You have the right to request an “accounting of disclosures”. This is a list of the disclosures this office has made of your medical information. To request an accounting, submit your request in writing to the Office Manager. Your request must state a time period, which may not be longer than six years and may not include dates before April 14, 2003.

Right To Request Restrictions. You have the right to request restriction or limitation on the use or disclosure we make of your medical information. We are not required to agree to your request for a restriction. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment. Submit your request in writing to the Office Manager.

Right To Request Confidential Communication. You have the right to request that we communicate with you only in a certain manner. For example, you can ask that we only contact you at work or by mail. To request confidential communications, submit your request in writing to the Office Manager. We will accommodate all reasonable requests.

Right To A Paper Copy Of This Notice. You have the right to a paper copy of this Notice. Even if you have agreed to receive this Notice electronically, you are still entitled to a paper copy of this Notice. To obtain a paper copy of this Notice, contact the Office Manager.

### **Revisions to This Notice**

We reserve the right to revise this Notice. Any revised Notice will be effective for medical information we already have about you, as well as, any information we receive in the future. We will post a copy of any revised Notice in this office. Any revised Notice will contain on the first page, in the top right-hand corner, the effective date. In addition, each time you visit the office we will offer you a copy of the current Notice in effect.

### **Complaints**

If you believe your privacy rights have been violated, you may file a complaint with this office or with the Secretary of the Department of Health and Human Resources. All complaints must be submitted in writing.

THIS OFFICE WILL NOT PENALIZE YOU IN ANY WAY FOR FILING A COMPLAINT.

### **Other Uses of Medical Information**

Other Uses and disclosures of your medical information not covered by this Notice of Privacy Practices will be made only with your written authorization. If you provide us such an authorization in writing to use or disclose medical information about you, you may revoke that authorization, in writing, at any time. If you revoke your authorization, we will no longer use or disclose medical information about you for the reasons covered by your written authorization.