

## Notice of Private 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. This notice takes effect on April 14, 2003 and remains in effect until we replace it.*

### 1. Our Pledge Regarding Medical Information

The privacy of your medical information is important to us. We understand that your medical information is personal and we are committed to protecting it. We create a record of the care and services you receive at our office. We need this record to provide you with quality care and to comply with certain legal requirements. This notice will tell you about the ways we may use and share medical information about you. We also describe your rights and certain duties we have regarding the use and disclosure of medical information.

### 2. Our Legal Duty

***Law requires us to:***

1. Keep your medical record information private.
2. Give you this notice describing our legal duties, privacy practices, and your rights regarding your medical information.
3. Follow the terms of the notice that is not in effect.

***We have a right to:***

1. Change our privacy practices and the terms of this notice at any time, provided the changes are permitted by law.
2. Make the changes in our privacy practices and the new terms of our notice effective for all medical information that we keep, including information previously created or received before the changes.

***Notice of change to privacy practices:***

1. Before we make an important change in our privacy practices, we will change this notice and make the new notice available upon request.

### 3. Use And Disclosure of Your Medical Information

The following section describes different ways that we use and disclose medical information. Not every use or disclosure will be listed. However, we have listed all of the different ways we are permitted to use and disclose medical information. We will not use or disclose your medical information for any purpose not listed below, without your specific written authorization. Any specific written authorization you provide may be revoked at any time by writing to us.

**FOR TREATMENT:** We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, medical students, or other people who are taking care of you. We may also share medical information about you to your other healthcare providers to assist them in treating you.

**FOR PAYMENT:** We may use and disclose your medical information for payment purposes and for obtaining authorization for surgical procedures and prescriptions.

**FOR NOTIFICATION:** We may use medical information about you to notify a family member, your personal representative or another person responsible for your care. If you are present, we will get your permission if possible, before we share any information, or give you the opportunity to refuse permission. In case of emergency, and if you are not able to give or refuse permission, we will share only the health information that is directly necessary for your healthcare, according to our professional judgment. We will also use our professional judgment to make decisions in your best interest about allowing someone to pick up medicine, medical supplies, x-ray or medical information for you.

**PUBLIC HEALTH ACTIVITIES:** As required by law, we may disclose your medical information to public health or legal authorities charged with preventing or controlling disease, injury or disability, including child abuse or neglect. We may also, when we are authorized to do so, notify a person who may have been exposed to a communicable disease or otherwise be at risk of contracting or spreading a disease or condition.

**WORKERS COMPENSATION:** We may disclose medical information when authorized and necessary to comply with laws relating to workers compensation or other similar programs.

**LAW ENFORCEMENT:** Under certain circumstances, we may disclose health information to law enforcement officials. These circumstances include reporting required by certain laws (such as the reporting of certain types of wounds), pursuant to certain subpoenas or court orders, reporting limited information concerning identification and location at the request of a law enforcement official, reporting death, crimes on our premises, and crimes in emergencies.

**ANNOUNCEMENTS:** We may use your personal information (name and address) in order to notify you of services available in our office that may be of interest to you. We may also use your information to formally introduce you to new physicians in our practice.

#### **4. Your Individual Rights**

***You have the right to:***

1. Look at or get copies of your medical information. You may request that we provide copies in a format other than photocopies. We will use the format you request unless it is not practical for us to do so. You must make your request in writing. If you request copies, we will charge you \$0.75 for each page, and postage if you want the copies mailed to you.
2. Receive a list of all the times when we shared your medical information for purposes other than treatment, payment, and healthcare operation.
3. Request that we place additional restrictions on our use or disclosure of our medical information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in the case of an emergency).
4. Request that we communicate with you about your medical information by different means or to different locations. Your request that we communicate your medical information to you by different means or at different locations must be made in writing.
5. Request that we change your medical information. We may deny your request if we did not create the information you want changed or for certain other reasons. If we deny your request, we will provide you a written explanation. You may respond with a statement of disagreement that will be added to the information you wanted to change. If we accept your request to change the information, we will make reasonable efforts to tell others, including people you name, of the change and to include the changes in any future sharing of the information.

#### **5. Questions And Complaints**

If you have any questions about this notice or if you think that we may have violated your privacy rights, please contact us. You may also submit a written complaint to the U.S. Department of Health and Human Services. We will not retaliate in any way if you choose to file a complaint.