

# Notice of Privacy Practices

(Effective April 27, 2003)

**This Notice Describes How Medical Information About You May Be Used and Disclosed, and How You Can Get Access to this Information. Please Read it Carefully.**

## Uses and Discloses of Your Medical Information

**For Treatments:** We may use medical information about you to provide you with medical treatment services. **For Payment:** We may use and disclose medical information about you so that the treatment and services you receive at our practice 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 health information about you for operations of our health care practice. **For Individuals Involved in Your Care or Payment for your Care:** We may release medical information about you to a friend or family member who is involved in your medical care. **For Health-Related Services or Treatment Alternatives:** We may use and disclose health information to tell you about health-related services or recommend possible treatment options or alternatives that may be of interest to you. **As required by Law:** We will disclose medical information about you when required to do so by federal, state, or local law. **To Avert 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. **For Military and Veterans:** If you are a member of the armed forces, we may release medical information as required by the military command authorities. **For Worker's Compensation:** We may release medical information about you for Worker's Compensation or similar programs. **For Public Health Risks:** We may disclose medical information about you for public health activities. **For Health Oversight Activities:** We may disclose medical information to a health oversight agency for activities authorized by law. **For Lawsuits and Disputes:** If you are involved in a lawsuit or dispute, we may disclose medical information about you in response to a court or administrative order. **For Law Enforcement:** We may release medical information if asked to do so by law enforcement officials. **For Coroners, Medical Examiners and Funeral Directors:** We may release medical information to a Coroner or Medical Examiner. **For National Security and Intelligence Activities:** We may release medical information about you to authorized federal officials for intelligence, counterintelligence, and other national security activities authorized by law. **For Protective Services for the President and Others:** We may disclose medical information about you to authorized federal officials, so they may provide protection to the President, other authorized persons or foreign heads of state or conduct special investigations. **For Inmates:** If you are an inmate of a correctional Institution or under custody of a law enforcement official, we may release medical information about you to the correctional institution or law enforcement official.

## Your Rights Regarding Your Medical Information

**Your Right To Inspect And Copy:** To Inspect and Copy your medical information, you must submit your request in writing. We may deny your request to inspect and copy, in limited circumstances. If you are denied access to medical information, you may request in writing, that the denial be reviewed. **Your Right to Amend:** If you feel the medical information we have about you is incorrect or incomplete, you may request an amendment in writing. Your request may be denied if you do not include a reason to support your request. **Your Right to an Accounting of Disclosures:** You have the right to request in writing, a list accounting any disclosures of your medical information we made, except for uses and disclosures of treatment, payment, and health care operations, as previously described. **Your Rights to Request Restrictions:** You have the right to request a restriction or limitation on the medical information we use or disclose about you for treatment, payment, or healthcare operations. We are not required to agree to your request. **Your Right to Request Confidential Communications:** You have the right to request in writing that we communicate with you about medical matters in a certain way or at a certain location. **Your Right to a Paper Copy of this Notice:** You have a right to a paper copy of this notice at any time. **Changes to This Notice:** We reserve the right to change this notice and will post the current notice in our facility. **Complaints:** If you believe your privacy rights have been violated, you may file a complaint with the practice or the Secretary of the Department of Health and Human Services. **Other Uses of Medical Information:** Other uses and disclosure of medical information not covered by this notice or the laws that apply to us will be made only with your written permission, in writing, at any time. If you provide us with permission to use and disclose medical information about you, you may revoke that permission in writing at any time. If you revoke permission, we will no longer use or disclose medical information about you for the reasons covered by your written authorization. You understand that we are unable to take back any disclosures we have already made with your permission, and that we are required to retain our records of the care we provided to you.

**By my signature below I acknowledge receipt of a copy of the Notice of Privacy Practices.**

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Patient or Representative

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Date