

## NOTICE OF PRIVACY PRACTICES

The following notice covers how your health information may be used and disclosed and how you can get access to this information. Please review this information carefully.

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### *Our Legal Duty*

We are required by federal and state law to maintain the privacy of your health information. We are also required to give you this notice about our privacy practices, our legal duties, and your rights regarding your health information. We must follow the privacy practices that are described in this notice while it is in effect.

We reserve the right to change our privacy practices, provided such changes are permitted by law. Before any significant changes are made in our privacy practices, we will change this notice and make a new notice available.

You may request a copy of our notice at any time.

### *Disclosure of your Health Information*

We use and disclose health information about you for the following reasons:

- **Treatment-** We may disclose health information to a physician or other healthcare professional that is providing services to you.
- **Payment-** We may disclose relevant health information in order to obtain payment for services we provided you.
- **Human Resource Operations-** We may disclose your healthcare information in connection with our Human Resource operations. These operations include evaluating practitioner performance and improvement activities.
- **Your Authorization-** You may give us your written authorization to disclose your health information to anyone for any purpose. If you give us an authorization you may also revoke it in writing at any time. However, your revocation will not effect any information that was permitted by your prior authorization while it was in effect. We cannot disclose any information without your written authorization except for the reasons described above.
- **Family and Friends-** You may give authorization to disclose your health information to a family member or a friend in the case where it is necessary to help with you healthcare or to help with payment.

- **Emergency Contact-** We may disclose health information in order to notify or identify a family member, a personal representative in case of an emergency.
- **Care Giver-** We may also disclose your health information to the person who is responsible for your care or general condition.
- **Required by Law-** We may disclose your health information as required by law to do so.
- **Abuse or Neglect-** We may disclose your health information to the extent necessary to prevent threats to your health and safety. For example if we believe you are a victim of abuse or neglect or the victim of other crimes we may disclose your health information.
- **National Security-** We may disclose any individual's health information to the proper authorities as required for security purposes.
- **Appointment Reminders-** We may disclose your health information as needed to provide you with appointment reminders.

### *Patient Rights*

- **Access-** You have the right to review at and obtain copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format that you request.
- **Disclosure Accounting-** You have the right to request a list of instances when our business used your health information for purposed other than those previously stated. If you request this accounting more than once in a 12-month period, we may charge a cost-based fee.
- **Restrictions-** You have the right to request that we place additional restrictions on our use of your health information. We are not required to agree to these restrictions. The requests will be considered on a case-by-case basis.
- **Alternative Communication-** You have the right to request that we communicate with you through alternative means. (The request must be in writing.) The request must clearly specify the alternative means or location, and provide a thorough explanation of how communication will be made.
- **Amendment-** You have the right to request that your information be amended. The request must be in writing along with an explanation of why the records should be amended. These requests will be considered on a case-by-case basis, and may be denied under certain circumstances.
- **Notice Request-** You have the right to request this notice in its written format.