



PRIVACY PRACTICES FOR HEALTH CARE PROVIDERS HIPAA COMPLIANCE

Dear Patient,

Below is a summary of our Notice of Privacy Practices. We are required by law to provide this notice to you and obtain your written acknowledgement of its receipt prior to providing any services to you. You may ask for a complete copy of the Notice of Privacy Practices and/or you may review the copy that is posted in our manual in the lobby. We encourage you to read the entire Notice and ask any questions you may have concerning its contents. All questions should be referred to the privacy officer or office manager.

YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION

This section describes the following rights you have with respect to your health information and tells you how you may exercise these rights.

- Right to inspect and request copy
- Right to request amendment
- Right to an accounting of disclosures
- Right to request restrictions on certain uses and disclosures
- Right to request alternative means of communication
- Right to receive a paper copy of our Notice of Privacy Practices

HOW TO FILE COMPLAINTS CONCERNING OUR PRIVACY PRACTICES

This section tells you what you can do if you believe any of your rights have been violated. You will not be penalized for filing any complaint.

HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU WITHOUT YOUR AUTHORIZATION

This section describes the ways we may use or disclose your health information without first obtaining from you a specific authorization. Federal law specifically permits these types of uses and disclosures because it is assumed you would want this information disclosed for these purposes, or because such disclosure is recognized as critical to the functioning of our health care system. We are allowed to disclose any personal health information in regards to treatment, payment and health care operations.

You will be asked to acknowledge your receipt of this Notice and your acknowledgement will be maintained in your record. Another copy of this Notice will not be provided again automatically, but you may request a copy of the Notice at any time.

Maintaining the privacy of your health information is very important to us. We will make a good faith effort to protect the privacy of your information in compliance with the HIPPA guidelines and attempt to assure that your information is not used or disclosed unnecessarily. Again, if you have any questions, please do not hesitate to ask.