

## **NOTICE OF PRIVACY PRACTICES**

Federal law generally permits us to make certain uses or disclosures of health information without your permission. Federal law also requires us to list in the Notice each of these categories of uses or disclosures. The listing is below.

### **As Required By law**

We may use or disclose your health information as required by any statute, court order or other mandate enforceable in a court of law.

### **Abuse or Neglect**

We may disclose your health information to the responsible government agency if (a) the Privacy Official reasonably believes that you are a victim of abuse, neglect, or domestic violence, and (b) we are required or permitted by law to make the disclosure. We will promptly inform you that such a disclosure has been made unless the Privacy Official determines that such a disclosure has been made unless the Privacy Official determines that informing you would not be in our best interests.

### **Public Health and National Security**

We may be required to disclose to Federal officials or military authorities health information necessary to complete and investigation related to public health or national security. Health information could be important when the government believes that the public safety could benefit when the information could lead to the control or prevention of an epidemic or the understanding of new side effects of a drug treatment or medical device.

### **For Law Enforcement**

As permitted or required by State or Federal law, we may disclose your health information to a law enforcement official for certain law enforcement purposes, including, under certain limited circumstances, if you are a victim of a crime or in order to report a crime.

### **Family, Friends and Caregivers**

We may share your health information with those you tell us will be helping you with your home hygiene, treatment, medications or payment. We will be sure to ask your permission first. In the case of an emergency, where you are unable to tell us what you want, we will use our best judgment when sharing your health information only when it will be important to those participating in providing your care.

### **Workers' Compensation Purposes**

We may disclose your health information as required or permitted by State or Federal workers' compensation laws.

### **Judicial and Administrative Proceedings**

We may disclose your health information in administrative or judicial proceedings in response to a subpoena or a request to produce documents. We will disclose your health information in these circumstances only if

the requesting party first provides written documentation that the privacy of your health information will be protected.

### **Incidental Uses and Disclosures**

We may use or disclose your health information in a manner which is incidental to the uses and disclosures described in this Notice.

### **Health Oversight Activities**

We may disclose your health information to a government agency responsible for overseeing the health care system or health-related government benefit program.

### **To Avert a Serious Threat to Health or Safety**

We may use or disclose your health information to reduce a risk of serious and imminent harm to another person or to the public.

### **To The U.S. Department of Health and Human Services (HHS)**

We may disclose your health information to HHS, the government agency responsible for overseeing compliance with federal privacy law and regulations regulating the privacy and security of health information.

### **For Research**

We may use or disclose your health information for research, subject to conditions. "Research" means systemic investigation designed to contribute to generalized knowledge.

### **In Connection With Your Death or Organ Donation**

We may disclose your health information to a coroner for identification purposes, to a funeral director for funeral purpose, or to an organ procurement organization to facilitate transplantation of one of your organs.

### **Authorization to Use or Disclose Health Information**

Other than is stated above or where Federal, State or Local law requires us, we will not disclose your health information other than with your written authorization. You may revoke that authorization in writing at any time.

## **PATIENT RIGHTS**

You have the following rights related to your health information.

### **Restrictions**

You have the right to request restrictions on the use or disclosure of your health information for treatment, payment, or health care operations in addition to the restrictions imposed by federal law. Our office is not required to agree to your request, but we will endeavor to honor reasonable requests. We generally are not required to agree to a requested restriction. Our office will honor your request that we not disclose your health information to health plan for payment or healthcare operation purposes if the health information relates solely to a health care item or service for which you have paid us out-of-pocket in full.

### **Confidential Communications**

You have the right to read, review, and copy your health information, including your complete chart, x-rays and billing records. If you would like a copy of your health information, please let us know. We may need to charge you a reasonable, cost-based fee to duplicate and assemble your copy. If there will be a charge, we will first contact you to determine whether you wish to modify or withdraw your request.

### **Amend Your Health Information**

You have the right to ask us to update or modify your records if you believe your health information records are incorrect or incomplete. We will be happy to accommodate you as long as our office maintains this information. In order to standardize our process, please provide us with your request in writing and describe the information to be changed and your reason for the change.

Your request may be denied if the health information record in question was not created by our office, is not part of our records or if the records containing your health information are determined to be accurate and complete. If we deny your request, we will provide you with a written explanation of the denial.

### **Accounting of Disclosures of Your Health Information**

You have the right to ask us for a description of how and where your health information was disclosed. Our documentation procedures will enable us to provide information on health information disclosures that are required to disclose to you. Please let us know in writing the time period for which you are interested. Thank you for limiting your request to no more than six years at a time. We will provide the first accounting during any 12-month period without charge. We may charge a reasonable, cost-based fee for each additional accounting during the same 12-month period. If there will be a charge, the Privacy Official will first contact you to determine whether you wish to modify or withdraw your request.