

# Notice of Patient Privacy Practices

Chesapeake Women's Care will always keep health information confidential and secure. In 2003 the Health Insurance Portability and Accountability Act (HIPAA) was passed. This requires us, as your health care provider, to do the following:

1. Secure all protected health information (PHI) for our patients
2. Notify patients of their rights and our responsibilities
3. Follow the terms of this notice

## **Chesapeake Women's Care Purposes for Disclosure and Use of PHI are:**

1. To provide treatment to you by sharing information within our office and with other health care providers who are consulting in your care.
2. To arrange payment for your care through your insurance company by filing claims. PHI may be sent through an electronic clearinghouse with whom we have a business associates agreement.
3. To discuss alternative treatment plans, or during internal audits and training.
4. To contact you or remind you of an appointment. We may leave a message on your answering machine (if you have chosen this option upon filling out the form in our office).
5. To disclose PHI to a family member responsible for your care (in the case of an emergency).
6. If we receive a subpoena or when required by law.

## **Your Rights regarding your PHI are:**

1. To receive a copy of this notice (upon your request).
2. To be informed of any disclosures beyond the above outlined uses.
3. You may request in writing that you do not want us to use or disclose your PHI as listed above. We will notify you if this request can be granted.
4. To request in writing and pay a fee to receive a copy of your medical records.
5. To request in writing a change or amendment to your PHI.

If you feel your privacy or security rights have been violated, please contact our privacy officer, Robin Bembe, at 410-571-9700.