

## **HIPPA Notice of Privacy Practice**

Effective Date: April 14, 2003

We understand the health information about you is personal and are committed to protecting that information. We create record of the care services you receive from us and we need this record to provide you with quality care and to comply with certain legal requirements. This Notice applies to all the records of your care generated by this office made by your personal doctor and staff. This notice will tell you about the ways we may use and disclose your health information. It also describes your rights to the health information we keep about you, and certain obligations we have regarding the use and disclosure of your health information.

### **We are required by law to:**

- Make sure health information that identifies you is kept private
- Give you, to review, this Notice of our legal duties and privacy practices with respect to health information about you.
- Follow the terms of the Notice that is currently in effect
- How we may use and disclose health information about you:
  - For Treatment
  - For Payment
  - For healthcare operations
  - For appointment reminders
  - As required by law
  - To avert serious threat to health and safety
  - As required by the Military of Veterans and Workers' Compensation
  - Public Health risks
  - Health oversight activities
  - Lawsuits and disputes
  - Law enforcement
  - Coroners, health examiners and funeral directors
  - National Security and Intelligence activities
  - Protective Services for the President and others
  - Inmates

### **Your rights regarding Health information about you:**

- Right to inspect and receive a copy of your chart
- Right to amend your chart
- Right to an accounting of disclosures
- Right to restrictions
- Right to request confidential communications
- Right to request a paper copy of the Notice

**Changes to the Notice:** We reserve the right to change the Notice. We will post a copy of the current Notice in our facility with the current effective date.

**Complaints:** If you believe that your privacy rights have been violated, you may file a complaint with us. All complaints must be in writing. Please contact our Privacy Officer to file a complaint.

**Acknowledgment of Receipt of the Notice:** We request you sign and separate form that you reviewed this notice. This acknowledgment will become part of your record.