



Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

PLEASE REVIEW IT CAREFULLY.

PATIENT RIGHTS

You have the right to:

- ✓ Get a copy of your paper or electronic medical record
- ✓ Correct your paper or electronic medical record
- ✓ Request confidential communication
- ✓ Ask us to limit the information we share
- ✓ Get a list of those with whom we've shared your information
- ✓ Get a copy of this privacy notice
- ✓ Choose someone to act for you
- ✓ File a complaint if you believe your privacy rights have been violated

PATIENT CHOICES

You have choices in the way that we use and share information as we:

- ✓ Tell family and friends about your condition
- ✓ Provide disaster relief
- ✓ Market our services and sell your information

OUR USES AND DISCLOSURES

We may use and share your information as we:

- ✓ Treat you
- ✓ Run our practice
- ✓ Bill for our services
- ✓ Help with public health and safety issues
- ✓ Do research
- ✓ Comply with the law
- ✓ Respond to organ and tissue donation requests



- ✓ Address workers' compensation, law enforcement, and other government requests
- ✓ Respond to lawsuits and legal actions

PATIENT RIGHTS: IN DETAIL

When it comes to your health information, you have certain rights.

- 1. Get an electronic or paper copy of your medical record:** You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this. We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.
- 2. Ask us to correct your medical record:** You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this. We may say "no" to your request, but we'll tell you why in writing within 60 days.
- 3. Request confidential communications:** You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address. We will say "yes" to all reasonable requests.
- 4. Ask us to limit what we use or share:** You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say "no" if it would affect your care. If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say "yes" unless a law requires us to share that information.
- 5. Get a list of those with whom we've shared information:** You can ask for a list (called an "accounting") of the instances, recipients, and reasons your health information was shared for six years prior to the date of your request for an accounting. We will include all the disclosures except for those about treatment, payment, health care operations, and certain other disclosures (such as any you asked us to make). We'll provide one accounting per year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.



6. **Get a copy of this privacy notice:** You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.
7. **Choose someone to act for you:** If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information. We will make sure the person has this authority and can act for you before we take any action.
8. **File a complaint if you feel your rights are violated:** You can complain if you feel we have violated your rights by contacting us. You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/. We will not retaliate against you for filing a complaint.

PATIENT CHOICES: IN DETAIL

You can tell us your choices about what we share. If you have a clear preference for how we share your information in the situations described below, talk to us.

1. **In these cases, you have both the right and choice to tell us to:** Share information with your family, close friends, or others involved in your care, share information in a disaster relief situation, and include your information in a hospital directory. *If you are not able to tell us your preference (for example, if you are unconscious), we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*
2. **In these cases, we never share your information unless you give us written permission:** Marketing purposes, sale of your information, and most sharing of psychotherapy notes.

OUR USES & DISCLOSURES: IN DETAIL

We typically use or share your health information in the following ways.



1. **Treat you:** We can use your health information and share it with other professionals who are treating you.
2. **Operate our practice:** We can use and share your health information to run our practice, improve your care, and contact you when necessary.
3. **Bill for our services:** We can use and share your health information to bill and get payment from health plans or other entities.
4. **How else we use or share your health information:** We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We must meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html
5. **Help with public health and safety issues:** We can share health information about you for certain situations such as: Preventing disease; helping with product recalls; reporting adverse reactions to medications; reporting suspected abuse, neglect, or domestic violence; and preventing or reducing a serious threat to anyone’s health or safety.
6. **Do research:** We can use or share your information for health research.
7. **Comply with the law:** We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.
8. **Respond to organ and tissue donation requests:** We can share health information about you with organ procurement organizations.
9. **Address workers’ compensation, law enforcement, and other government requests:** We can use or share health information about you: for workers’ compensation claims; for law enforcement purposes or with a law enforcement official; with health oversight agencies for activities authorized by law; and for special government functions such as military, national security, and presidential protective services.



10. Respond to lawsuits and legal actions: We can share health information about you in response to a court or administrative order, or in response to a subpoena.

OUR RESPONSIBILITIES

We are required by law to maintain the privacy and security of your protected health information. We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information. We must follow the duties and privacy practices described in this notice and give you a copy of it. We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind. For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.htm

OTHER INFORMATION ABOUT THIS NOTICE

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request in our office and on our website.

- ❖ This notice is effective on December 19, 2017.
- ❖ Chief Privacy Officer is Elizabeth Rogers.