

# NOTICE OF PRIVACY PRACTICES

## YOUR INFORMATION - YOUR RIGHTS-YOUR – OUR RESPONSIBILITIES

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.**

Effective date: January 2014

When it comes to your health information, you have certain rights. This notice explains your rights and our Responsibilities.

### YOUR RIGHTS:

- **Get an electronic or paper copy of your medical record**
  - You can ask to see or obtain an electronic or paper copy of your medical record. Ask us how to do this.
  - We will provide a copy or a summary of your health information no more than 21 working days after your request
  - We may charge a reasonable, cost-based fee
- **Ask us to correct your medical record**
  - You can ask us to correct health information about you that you think is incorrect or incomplete
  - We may say “no” to your request, but we’ll tell you why in writing within 60 days
- **Request confidential communications**
  - You can ask us to contact you in a specific way (such as home or office phone) or to send mail to a different address
  - We will say “yes” to all reasonable requests
- **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 or our ability to bill the services we provide you.
  - If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information with your health insurer. We will say “yes” unless a law requires us to share it.
- **Get a list of those persons with whom we’ve shared your information**
  - You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why
  - We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.
- **Get a copy of this privacy notice**
  - You can ask for a paper copy of this notice at any time. We will provide you with a paper copy promptly.
- **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 privacy rights and make choices about your health information
  - We will make sure that person has this authority and can act for you, before we take any action
- **File a complaint if you feel your rights are violated**
  - You can complain if you feel we violated your rights by contacting us at 240-395-2380
  - 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/](http://www.hhs.gov/ocr/privacy/hipaa/complaints/)
  - We will not retaliate against you for filing a complaint

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### 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 if you so request
- We will not use or share your information other than as described here unless you tell us we can in writing. Even if you tell us we can share your information, 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.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html)

#### Changes to the Terms of 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 on our web site and posted at our offices. Upon request, we will give or mail a copy to you.

### YOUR CHOICES:

For certain health information, you can tell us your choices about what we share. If you have a clear preference regarding the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

- **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
  - Include your information in a hospital directory
  - Contact you for fundraising efforts

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.

- **In these cases we will never share your information unless you give us written permission:**
  - Marketing purposes
  - Sale of your information
- **In the case of fundraising:**
  - We may contact you for fundraising efforts, but you can tell us not to contact you again

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## OUR USES AND DISCLOSURES:

**How do we typically use or share your health information?** We typically use or share it in the following ways:

- **To Treat You:**
  - We can use your health information and share it with other healthcare professionals who are treating you  
*Example: A doctor treating you for an injury asks another doctor about your overall health condition.*
- **To Run Our Organization:**
  - We can use and share your health information to run our practice, improve your care, or contact you when necessary  
*Example: We use health information about you to manage your treatment and services.*
- **To Bill for the Services We Provide You:**
  - We can use and share your health information to bill and get payment from health plans or other entities  
*Example: We give information about you to your health insurance plan so it will pay for the services we provided you.*

**How else can 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 for public health and research purposes. However, we have to 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](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html)

- **Help with public health and safety issues:**

We can share health information about you in certain situations such as:

  - Preventing disease
  - Helping with product recalls
  - Reporting adverse reactions to medications
  - Reporting suspected abuse, neglect, or domestic violence
  - Preventing or reducing a serious threat to anyone's health or safety
- **Do research:**
  - We can use or share your information for health research
- **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 laws
- **Respond to organ and tissue donation requests:**
  - We can share health information about you with organ procurement organizations
- **Work with a medical examiner or funeral director:**
  - We can share health information with a coroner, medical examiner, or funeral director when an individual dies
- **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
  - For special government functions such as military, national security, and presidential protective services
- **Respond to lawsuits and legal actions:**
  - We can share health information about you to respond to a court or administrative order, or to respond to a subpoena

Please sign below and date the form indicating that you have received the Privacy Notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_