

# Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU MAY GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

We are required by law to maintain the privacy and security of your protected health information (“PHI”). We will let you know promptly if a breach occurs compromising the privacy or security of your information. We must follow the duties and privacy practices described in this notice, and we must furnish a copy of it to you. We will not use or share your PHI 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 by directing us in writing that we may no longer share your PHI in such way.

## I. USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION.

**A. Permissible Uses and Disclosures Without Authorization:** We may use and share your PHI without your written authorization for certain purposes as described below. The examples provided in each category are not meant to be exhaustive, only to describe the types of use and disclosures that are permissible under applicable law.

1. *Treatment:* We may use your PHI and share it with other professionals involved in your medical treatment. For example, when a doctor treating you for an injury asks another doctor about your overall health.

2. *Billing:* We may use and share your PHI to bill and collect payment from health plans, a guarantor or other appropriate persons or entities. For example, we give information about you to your health insurance plan so it will pay for services rendered to you.

3. *Health Care Operations:* We may use and share your PHI to run our business, improve your and others’ care, and may contact you when necessary. We assess your treatment and our overall operational performance by soliciting patient feedback via text message. **By signing this Notice, you consent to our delivery of one or more text messages for the purpose of assessing your treatment and overall patient experience. You may opt out of our text messages by checking here**  Once given, you may opt out at any time by responding to a text message or letting us know directly.

4. *Required or Permitted by Law:* We must make disclosures to you and others when required by applicable law.

5. *Public Good:* We may share PHI in certain situations generally involving the public good including (a) disease prevention, (b) product recalls, (c) reporting adverse reactions to medications, (d) reporting abuse, neglect, or domestic violence, or (e) preventing or reducing a serious threat to anyone’s health or safety.

6. *Organ Donation:* We may share PHI with organ procurement organizations.

7. *Death-Related:* We may share PHI with a coroner, medical examiner, or funeral director when an individual dies.

8. *Workers’ Comp/Law Enforcement:* We may use or share health information about you: (a) for workers’ compensation claims, (b) for law enforcement purposes or with a law enforcement official, (c) with health oversight agencies for activities authorized by law, (d) for special government functions such as military, national security, and presidential protective services.

9. *Lawsuit:* We may share health information about you in response to a court or administrative order, or in response to a subpoena.

**B. Permissible Uses and Disclosures Unless You Object:** If you have a clear preference for how we share your information in the following situations, let us know. Tell us what you want us to do, and in nearly all circumstances, we will follow your instructions. 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.

1. *Family and Other Persons Involved in Your Care.* We may share your PHI with your family, close friends, or others involved in your care.

2. *Disaster Relief Efforts.* We may share your information in a disaster relief situation.

**C. Uses and Disclosures With Your Authorization:** We may use and disclose your PHI for marketing or sale to third parties, but only with your authorization.

## II. YOUR INDIVIDUAL RIGHTS.

**A. Right to Inspect and Copy.** You may ask to see or receive an electronic or paper copy of your medical record and other PHI we have about you. Ask us how to do this. We will provide a copy or a summary of your PHI, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

**B. Right to Alternative Communications.** You may 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.

**C. Right to Request Restrictions.** You may ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to grant 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 may 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.

**D. Right to Accounting of Disclosures.** You may ask for a list (accounting) of the times we’ve shared your PHI 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

**E. Right to Request Amendment:** You may ask us to correct any aspect of your PHI 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

**F. Right to Obtain Notice.** You have the right to obtain a paper copy of this Notice at any time even if you requested to receive it electronically.

**G. Question and Complaints.** If you desire further information about your privacy rights or are concerned that we have violated your privacy rights, you may contact the clinic’s Practice Director in which you visited. You may 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 if you file a complaint.

**III. EFFECTIVE DATE AND CHANGES TO THIS NOTICE.** This Notice is effective on July 9, 2018. We may change this Notice at any time. If we change this Notice, we may make the new terms effective for all PHI that we maintain, including any information in our possession prior to the effective date of the new notice. We post our current notice in the waiting area of our clinics and on our web site. You may always obtain our current notice by contacting one of our clinics.

**I have reviewed this Notice and understand that I may request a copy of the policy as may be amended at any time.**

SIGN NAME:

(Patient, Parent or Guarantor)

PRINT NAME:

DATE: