

## **NOTICE OF PRIVACY PRACTICES**

**Effective February 20, 2008**

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

If you have any questions about this notice, please feel free to email us.

This Notice of Privacy Practices describes how we may use or disclose your protected information, with whom that information may be shared, and the safeguards we have in place to protect it. This notice also describes your rights to access and amend your protected information. You have the right to approve or refuse the release of specific information outside of our system except when the release is required or authorized by law or regulation.

### **ACKNOWLEDGMENT OF RECEIPT OF THIS NOTICE**

Our intent is to make you aware of the possible uses and disclosures of your protected information and your privacy rights. The delivery of your services will in no way be conditioned upon your acknowledgment. If you decline to provide an acknowledgment, we will continue to provide your services, and will use and disclose your protected information for services, payment, and any other operations when necessary.

### **OUR RESPONSIBILITIES TO YOU REGARDING PROTECTED INFORMATION**

"Protected information" is individually identifiable information. This information includes demographics, for example, age, address, e-mail address, and relates to your past, present, or future related services. We are required by law to do the following:

- Make sure that your protected information is kept private.
- Give you this notice of our legal duties and privacy practices related to the use and disclosure of your protected information.
- Follow the terms of the notice currently in effect.
- Communicate any changes in the notice to you.

We reserve the right to change this notice. Its effective date is at the top of the first page and at the bottom of the last page. We reserve the right to make the revised or changed notice effective for information we already have about you as well as any information we receive in the future. You may obtain a Notice of Privacy Practices by request through email or over the phone. We reserve the right to honor your request

### **HOW WE MAY USE OR DISCLOSE YOUR PROTECTED INFORMATION**

Following are examples of permitted uses and disclosures of your protected information. These examples are not exhaustive.

#### **Required Uses and Disclosures**

By law, we must disclose your information to you unless it has been determined by a competent medical authority that it would be harmful to you.

We will use and disclose your protected information to provide, coordinate, or manage your services. For example, we would disclose your protected information, as necessary, to a Provider for whom we may be using to provide you services

### **Payment**

Your protected information will be used, as needed, to obtain payment for your services.

### **Other Operations**

We may use or disclose, as needed, your protected information to support the daily activities related to your services. These activities include, but are not limited to, quality assessment activities, investigations, oversight or staff performance reviews, training of employees, licensing, communications about a product or service, and conducting or arranging for other related activities.

For example, we may use or disclose your protected information, as necessary, to contact you to remind you of your appointment. We will share your protected information with third-party "business associates" who perform various activities (for example, billing, transcription services). The business associates will also be required to protect your information.

We may use or disclose your protected information, as necessary, to provide you with information about service alternatives that might interest you. For example, your name and address may be used to send you a newsletter about the practices and the services we offer. We may also send you information about products or services that we believe might benefit you.

### **Required by Law**

We may use or disclose your protected information if law or regulation requires the use or disclosure.

### **Legal Proceedings**

We may disclose protected information during any judicial or administrative proceeding, in response to a court order or administrative tribunal (if such a disclosure is expressly authorized), and in certain conditions in response to a subpoena, discovery request, or other lawful process.

### **Law Enforcement**

We may disclose protected information for law enforcement purposes, including the following:

- Responses to legal proceedings
- Information requests for identification and location
- Circumstances pertaining to victims of a crime
- Deaths suspected from criminal conduct
- Crimes occurring at our places of business
- Medical emergencies believed to result from criminal conduct

### **Criminal Activity**

Under applicable Federal and State laws, we may disclose your protected information if we believe that its use or disclosure is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public. We may also disclose protected information if it is necessary for law enforcement authorities to identify or apprehend an individual.

### **Workers' Compensation**

We may disclose your protected information to comply with workers' compensation laws and other similar legally established programs.

### **Parental Access**

Some state laws concerning minors permit or require disclosure of protected information to parents, guardians, and persons acting in a similar legal status. We will act consistently with state law and will make disclosures following such laws.

### **USES AND DISCLOSURES OF PROTECTED INFORMATION REQUIRING YOUR PERMISSION**

In some circumstances, you have the opportunity to agree or object to the use or disclosure of all or part of your protected information.

### **YOUR RIGHTS REGARDING YOUR INFORMATION**

You may exercise the following rights by submitting a written request to the Privacy Officer. Depending on your request, you may also have rights under the Privacy Act of 1974. The Privacy Officer can guide you in pursuing these options. Please be aware that the practice might deny your request; however, you may seek a review of the denial.

#### **Right to Inspect and Copy**

You may inspect and obtain a copy of your protected information that is contained in a "designated record set" for as long as we maintain the protected information. A designated record set contains billing records and any other records that the practice uses for making decisions about you. This right does not include inspection and copying of the following records: information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding; and protected information that is subject to law that prohibits access to protected information.

#### **Right to Request Confidential Communications**

You may request that we communicate with you using alternative means or at an alternative location. We will not ask you the reason for your request. We will accommodate reasonable requests, when possible.

#### **Right to Request Amendment**

If you believe that the information we have about you is incorrect or incomplete, you may request an amendment to your protected information as long as we maintain this information. While we will accept requests for amendment, we are not required to agree to the amendment.

#### **Right to an Accounting of Disclosures**

You may request that we provide you with an accounting of the disclosures we have made of your protected information. This right applies to disclosures made for purposes other than services or payment as described in this Notice of Privacy Practices.

The disclosure must have been made after February 20, 2008, and no more than 6 years from the date of request. This right excludes disclosures made to you, to the practice's internal use, to

family members or friends involved in your services, or for notification. The right to receive this information is subject to additional exceptions, restrictions, and limitations as described earlier in this notice.

**Right to Obtain a Copy of this Notice**

You may obtain a paper copy of this notice from our website.

**FEDERAL PRIVACY LAWS**

There are several other privacy laws that apply including the Freedom of Information Act and the Privacy Act. These laws have not been superseded and have been taken into consideration in developing our policies and this notice of how we will use and disclose your protected information.

**COMPLAINTS**

If you believe these privacy rights have been violated, you may file a written complaint with the Privacy Officer. No retaliation will occur against you for filing a complaint.

**CONTACT INFORMATION**

You may contact the Privacy Officer for further information about the complaint process, or for further explanation of this document.

**End of Document**

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