

Notice of Privacy Practices

Your Information. Your Rights. 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.

Your 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 me to limit the information I share
- Get a list of those with whom I'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

Your Choices

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

- Tell family and friends about your condition
- Coordinate care with other healthcare providers
- Send appointment reminders or receive referral resources

How else can I use or share your health information?

I am 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. I have to meet many

conditions in the law before I can share your information for these purposes. For more information see:

www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

My Uses and Disclosures

I may use and share your information as I:

- Treat you
- Run my practice
- Bill for your services
- Respond to crisis or emergency situations
- Help with public health & safety issues
- Comply with the law
- Address workers' compensation, law enforcement, and other government requests
- Respond to lawsuits and legal actions

If you feel that your rights have been violated you can contact the office official or 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/
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- I will not retaliate against you for filing.

Other Instructions for Notice

- I never market or sell personal information.