

Notices 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

Uses and Disclosures

Treatment- Your health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluation, diagnosis and treatment of your health. For example, laboratory test results will be available in your medical record to all health professionals who may provide treatment or who may be consulted by staff members.

Payment- Your health information may be used to seek payment from your health plan. For example, your health plan may request and receive information on dates of service, services provided and the medical condition being treated.

Health Care Operations- Your health information may be used as necessary to support the day-to-day activities and management of Perimeter North Family Medicine. For example, financial reports are generated daily for accounting purposes.

Law Enforcement- Your health information may be disclosed to law enforcement agencies to support government audits and inspections, to facilitate law enforcement investigations and to comply with government mandated reporting.

Public Health Reporting- Your health information may be disclosed to public health agencies as required by law. For example, we are required to report certain communicable diseases to the state's public health department.

Appointment Reminders- Your health information will be used by our staff to remind you of appointments.

Release of Information to Family/Friends- Our practice may release your health information to a friend or family member that is involved in your care, or who assists in taking care of you. For example, a parent or guardian may ask that a babysitter take their child to the doctor for treatment for a cold. In this example, the babysitter may have access to this child's medical information.

Workers' Compensation - Our practice may release your health information for workers' compensation or similar programs.

Other Uses and Disclosures require your authorization- Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us of your decision to revoke your authorization.

Individual Rights

You have certain rights under the federal privacy standards. These include:

- ❖ The right to request restrictions on the use and disclosure of your protected health information.
- ❖ The right to receive confidential communications concerning your medical condition and treatment.
- ❖ The right to inspect and copy your protected health information.

- ❖ The right to amend or submit corrections to your protected health information.
- ❖ The right to receive an accounting of how and to whom your protected health information has been disclosed.
- ❖ The right to receive a printed copy of this notice.

Perimeter North Family Medicine Duties

We are required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices. We are also required to abide by the privacy policies and practices that are outlined in this notice.

Right to Revise Privacy Practices

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Upon request, we will provide you with the most recently revised notice on any office visit. The revised policies and practices will be applied to all protected health information we maintain.

Requests to Inspect Protected Health Information

You may generally inspect or copy the protected health information that we maintain. As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. Our office will respond to your request within 30 days. One extension of 30 days is allowed with an explanation. Our practice may deny your request to inspect and/or copy in certain limited circumstances; however, you may request a review of our denial. Another licensed health care professional chosen by us will conduct reviews. Our practice may charge a fee for the costs of copying, mailing, labor, and supplies associated with your request. You may obtain a form to request access to your records by contacting the Office Manager of this location. Your request will be reviewed and will generally be approved unless there are legal or medical reasons to deny the request.

Amendment

You may ask us to amend your health information if you believe it is incorrect or incomplete, and you may request an amendment for as long as the information is kept by our practice. To request an amendment, your request must be made in writing and submitted to our Privacy Officer. You must provide us with a reason that supports your request for the amendment. Our practice will deny your request if you fail to submit your request (and the reason supporting your request) in writing. Also, we may deny your request if you ask us to amend information that is in our opinion: (a) accurate and complete; (b) not part of the protected health information which you would be permitted to inspect and copy; or (c) not created by our practice, unless the individual or entity that created the information is not available to amend the information.

Contact Person

The name and address of the person you may contact for further information regarding our privacy practices is:

Office Manager at each Office Site

If you would like to submit a comment regarding our privacy practices or if you feel your privacy rights have been violated, you should call the matter to our attention by sending a letter describing the issue to the same address. You will not be penalized or otherwise retaliated against for filing a complaint.

Effective Date

This notice is effective April 14, 2003.