



# Confidentiality and Privacy of Medical Records

This notice describes the privacy practices of our office. PLEASE REVIEW CAREFULLY.

## **Our Pledge Regarding Health Information**

The federal health insurance portability and accountability act of 1996 (HIPAA) was drafted, in part, to control the privacy of, access to, and maintenance of confidential information. We understand that information about you, your health, and your health care is personal. We are committed to protecting your personal health information (PHI).

We create a record of the care and services you receive from us. We need this record to provide you with quality care and comply with certain legal requirements. This notice applies to all records of your care generated by this health care practice, whether made by your personal physician or others working in this office. This notice will tell you about the ways in which we may use and disclose your PHI. We also describe about your rights to the PHI we keep about you and describe certain obligations we have regarding the use and disclosure of your PHI.

We are required by the law to:

- Make sure that health information that identifies you is kept private
- Give you this notice of our legal duties and privacy practices with respect to your PHI
- Follow the terms of the notice that is currently in effect

## **How we may use and disclose your PHI**

The following categories describe different ways that we use and disclose health information.

**For Treatment:** We may use health information about you to provide you with health care treatment or services. We may disclose health information about you to others involved in your health care treatment including other physicians, hospitals, labs, pharmacies, or other health care providers where we may have referred you.

**For Payment:** We may use and disclose information about treatment and services we provided to you for billing purposes. These fees may be collected to you, an insurance company, or a third party and include request for payment/reimbursement and prior authorization of treatment.

**Appointment Reminders:** We may use and disclose health information to contact you as a reminder that you have an appointment or that you missed an appointment and should contact us to reschedule. Please let us know if you do not wish to have us contact you for this purpose or if you wish us to use a different method to contact you.

**As Required by Law:** We will disclose health information about you when required to do so by federal, state, military, or local law.

**Organ and Tissue donation:** If you are an organ donor, we may release health information to an organ donor bank, as necessary to facilitate organ or tissue donation and transplantation

**To Avert a Serious Threat to Health or Safety:** We may use and disclose health information about you when necessary to prevent a serious threat to the health and safety of you or another individual(s)

**Worker's Compensation:** We may release health information about you for worker's compensation for similar programs. These programs provide benefits for work-related injuries or illness.

**Public Health Risks:** We may disclose health information about you for public health reporting purposes. These activities generally include but are not limited to the following:

- Birth, death, abuse neglect, communicable disease prevention and/or notification, medication adverse reactions, and product recalls.

Coroners, Health Examiners, and Funeral Directors: We may release health information to a coroner, health examiner or funeral directors as necessary to carry out their duties.

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Signature of Patient or Guardian

Date