**Notice 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.

Pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA),

you have the right to adequate notice of the uses and disclosures of your protected health

information (“PHI”) (i.e., information that discloses your identity or leads to disclosure of

your identity) that may be made by this medical practice. You are also entitled to a

notice of your rights and the duties of this practice with respect to your protected health

information.

We respect your right to privacy and understand that your medical information is

personal to you. In order to provide medical services to you, we create paper and

electronic records about your health and the care we provide. Your protected health

information is confidential and this notice is intended to help you understand how our

practice uses and discloses your protected health information and what rights you have

with respect to your medical information. To protect your privacy when calling our

office you will be asked to identify yourself by giving your name and date of birth.

**Required by Law**

Our practice has the following duties with respect to your protected health information:

1) We are required by law to maintain the privacy of your protected health

information.

2) We must provide you with notice of our legal duties and privacy practices with

respect to protected health information.

3) We must abide by the terms of the notice of privacy practices that is currently in

effect.

**How We May Use and Disclose Your Information**

The following describes how our practice is permitted by law to share your protected

health information with others in order to provide you with medical care. This notice

does not describe every use or disclosure our practice makes; it is intended as a

general overview.

*Medical Treatment.* We may need to share information about you in order to provide

medical care to you. For example, we may share information with other physicians,

nurses or healthcare professionals entering information into your medical records

relating to your medical care and treatment. We may share information about you

including x -rays, prescriptions and requests for lab work.

*Payment.* We may need to disclose information about the treatment, procedures or

care our practice provided to you in order to bill and receive payment for services we

provided. We may share this information with you, an insurance company or any

third party responsible for payment. We may also need to disclose your protected

health information about you with your health plan and/or referring physician in order

to obtain prior authorization for treatment, to determine whether payment for the

treatment is covered by your plan or to facilitate payment of a referring physician.

*Healthcare Operations.* In order to help us run our practice more efficiently and

provide better patient care, we may use and disclose your protected health information

to Business Associates who need to use or disclose your information to provide a

service for our medical practice, such as our billing company or software vendors who

provide assistance with data management on our behalf.

*Required By Law*. We will disclose medical information related to you if required to

do so by state, federal or local law.

*Public Health Activities/Risks* . Your medical information may be disclosed to a public

health authority that is authorized by law to collect or receive such information for

public health activities in the following circumstances:

1) to prevent or control disease, injury or disability;

2) to report births or deaths;

3) to report child abuse or neglect;

4) to report reactions to medications or product defects;

5) to notify individuals of product recalls;

6) to notify a person who may have been exposed to a communicable disease or

at risk of contracting or spreading a disease or condition;

7) If our practice reasonably believes a person is the victim of abuse, neglect, or

domestic violence, we may disclose protected health information to the

appropriate authority. We will only make this disclosure if you agree to the

disclosure or we are required or authorized to do so by law without you

permission.

*Appointment Reminders or Treatment Alternatives*. Our practice may use and disclose

medical information about you to provide you with reminders that you are due for care or

you have an upcoming appointment. We may also wish to provide you with information

on treatment alternatives or other health related benefits that may be of interest to you.

We may contact you by phone, fax or e-mail. We will make every effort to protect your

privacy when leaving a message for you and try to reveal as little confidential

information as possible (e.g., when leaving a message on your answering machine that

may be heard by others).

*Research.* Under certain circumstances, our practice may use or disclose your protected

health information for research purposes. Our practice cannot use or disclose information

about you without your written authorization. Our practice may also disclose information

about you in preparing to conduct research (e.g., to help them find patients who may be

qualified to participate in a particular study), but your information will not leave our

practice. We will make all attempts to make your information non-identifiable. If

however, the researcher will have access to information that will identify you we will

seek to obtain your permission. We will always obtain your specific authorization if

required by law.

*To Avert Serious Threat to Health or Safety.* If our practice believes, in good faith, that a

use or disclosure of your medical information is necessary to prevent or lesson a serious

and imminent threat to the health or safety of a person or the public, we may disclose

your medical information.

*Worker’s Compensation*. We may release medical information about you for work

related illness or injury for workers’ compensation or other related programs.

*Health Oversight Activities*. Your protected health information may be disclosed to

federal, state or local authorities as part of an investigation or government activity

authorized by law. This may include audits, civil, administrative or criminal

investigations, inspections, licensure or disciplinary actions or other activities necessary

for the oversight of the health care system, government benefit programs and compliance

with government regulatory programs or civil rights laws.

*Law Enforcement*. We may disclose your protected health information to law

enforcement individuals if we are required to do so by law. We may also disclose

medical information about you in compliance with a court order, warrant or subpoena or

summons issued by the court. We will make best efforts to contact you about these types

of requests so that you can obtain an order restricting or prohibiting disclosure of the

information requested. We may also use such information to defend ourselves in actions

or threatened actions that may be brought against our practice.

*Coroners, Medical Examiners and Funeral Directors.* We may release protected health

information to a coroner or medical examiner for the purposes of identification,

determining the cause of death or other duties as authorized by law. We may also release

medical information to funeral directors as necessary to carry out their duties with respect

to the deceased.

*Organ, Eye, Tissue Donation*. If you are an organ donor, we may disclose your protected

health information to organ procurement organizations, or other entities that facilitate

tissue donation or transplantation.

*Inmates*. If you are an inmate of a correctional institution or within the custody of law

enforcement officials, we may disclose medical information about you to allow the

institution to provide you with medical care, to protect the health and safety of yourself

and others, or for the safety and security of the correctional institution.

Other uses and disclosures will be made only with your written authorization and you

may revoke your authorization at any time.

**Patient Rights**

You have the following rights with the respect to your protected health information:

*Right to Receive Personal Information Confidentiality*. You have the right to receive

confidential communications of your protected health information by alternate means or

at alternate locations. For example, if you would like for us only to communicate with

you at home, and never at your workplace or to send information to you on your

workplace e-mail, you may request this of our practice. You must make this request in

writing but do not need to disclose the reason for your request. We will attempt to

accommodate all **reasonable** requests. Please be specific as to how or where you wish us

to communicate with you.

*Right to Inspect and Copy*. You have the right to inspect and copy your medical record

that has been created to treat you and is used to make decisions about your care. This

includes medical and billing records. Records related to your care may also be disclosed

to an authorized person such as a parent or guardian upon proper proof of a legitimate

legal relationship. You must submit your request in writing to inspect and copy your

records. If you would like to copy your records, our practice may charge you fees for the

cost of copying records, mail or other minimal costs associated with your request.

*Right to Amend*. If you think there is information in your record that may be inaccurate

or incomplete, you have the right to request an amendment or clarification of information

in your record. Your request to make an amendment to your record must include the

following and may be refused if the following elements are not met:

1) Submit your request in writing

2) Describe what you would like the amendment to say and your reasoning for

why the change should be made

3) The amendment must be dated, signed by you and notarized

Please note that we will not change information created by third parties, if the

information is not part of the medical information kept by our practice or we

believe the information you provided to us is inaccurate or incomplete.

We reserve the right to deny your request if we have reason to believe the

information is accurate.

*Right to Restrict Uses and Disclosures.* You have the right to request restrictions

on how our practice makes certain uses and disclosures of your personal health

information for treatment, payment or healthcare operations. You may restrict

how much information we may provide to family members regarding your

treatment or payment for your care. You may also restrict certain types of

marketing materials related to your care or treatment.

**We are not required to agree to your request or we may not be able to**

**comply with your** request**, but we will do all that we can to accommodate**

**your request. If we agree to your request, we must comply. However, if the**

**information is required to provide emergency treatment to you, we will not**

**comply.** Your request must be in writing and include the following:

1) what information you would like to limit

2) whether you want to limit our use, or disclosure of both

3) to whom you want the limits to apply (e.g., disclosures to parents,

children, spouse, etc.).

*Right to an Accounting of uses and Disclosures*. You have the right to receive an

accounting of the disclosures of your protected health information that our

practice makes for purposes other than treatment, payment or healthcare

operations. All requests must be submitted in writing. All requests must be for

disclosures dated **AFTER April 14, 2003.** All requests must state a time period

**not longer than six (6) years back.** One request in a twelve-month period will

be provided to you at no charge. We may charge you a fee for all additional

requests within a twelve-month period. We will notify you as to the cost of

fulfilling your additional request and allow you the opportunity to modify it

before fees are due.

All requests should be submitted to the reception desk for appropriate processing.

*Right to Copy of Notice*. You have the right to obtain a copy of our notice of

privacy practices upon request at any time.

**Changes to This Notice**. Our practice is required to abide by the terms of this notice,

which is currently in effect. We reserve the right to change the terms of this notice, and

to make the new notice provisions effective for all protected health information we

already have about you and may obtain in the future. If we change our notice, we will

post notice of this change thirty (30) days prior to making the change effective. All

revised notices will be promptly posted and made available to you in our waiting room

and on our website. You may also request a current Notice when you visit our office.

Changes to our notice will only be effective on the date that is reflected at the bottom of

the last page on the revised Notice.

**Practice Contact**. If you would like more information about this notice, please contact

***Deborah Mendez-Vigo*** at 844-735-3233. If you have any complaints regarding our

privacy practices, please address your complaint to Deborah Mendez-Vigo in writing and

follow the designated complaint process below.

**Complaints**. If you believe your privacy rights may have been violated or you become

aware of a privacy concern you would like to report to our practice, please follow this

complaint process:

1. Send a written letter to the practice contact named above, including the following

information:

a. Name and address

b. Social Security Number

c. Detailed description of the circumstances surrounding your complaint

including dates, times and any relevant information to help us understand your

complaint.

d. Contact information

e. Signature and date

2. Please allow fourteen (14) business days for an answer from our practice regarding

your complaint.

3. If you are not satisfied with our response to your complaint, you may notify the

Secretary of the Department of Health and Human Services.

Please note, all concerns or complaints regarding your protected health

information are important to our practice. There will be no retaliation against you for

filing a complaint with our office.

*Electronic Notice* . We are also required to prominently post our Notice of Privacy

Practices on our medical practice Website. You can find this notice at

www.releafenow.org

**Date of Last Revision. May 16, 2008**

**Effective Date. January 2, 2003**