

# NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed and how you can obtain access to this information. Please read it carefully.

This notice takes effect on January 15, 2007 and will remain in effect until we replace it.

## REGARDING YOUR MEDICAL INFORMATION:

The privacy of your medical information is important to us. We understand that your medical information is personal and we are committed to protecting it. We create a record of the care and services you receive at our office. We need this record to provide you with quality care and to comply with certain legal requirements. This notice will tell you about the ways we may use and share medical information about you, as well as describe your rights and certain duties we have regarding the use and disclosure of medical information.

## OUR RESPONSIBILITIES:

Law requires us to:

- Keep your medical information private.
- Give you this notice describing our legal duties, privacy practices, and your rights regarding your medical information.
- Follow the terms of the current notice.

We have the right to:

- Change our privacy practices and the terms of this notice at any time, provided the changes are permitted by law.
- Make the changes in our privacy practices and the new terms of our notice effective for all medical information that we keep, including information previously created or received before the changes.

Notice of Change to Privacy Practices:

- Before we make an important change in our privacy practices, we will change this notice and make the new notice available upon request.

## USE AND DISCLOSURE OF YOUR MEDICAL INFORMATION:

The following section describes different ways that we use and disclose medical information. Not every use or disclosure will be listed. However, we have listed all of the different ways we are permitted to use and disclose medical information. We will not use or disclose your medical information for any purpose not listed below without your specific written authorization. Any specific written authorization you provide may be revoked at any time by writing to us at the address provided at the end of this notice.

For Treatment: We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, medical students or other people who are taking care of you. We may also share medical information about you to your other health care providers to assist them in treating you.

For Payment: We may use and disclose your medical information for payment purposes. A bill maybe sent to you or a third-party payer. The information on or accompanying the bill may include your medical information.

For Health Care Operations: We may use and disclose your medical information for our health care operations. This might include measuring and improving quality, evaluating the performance of employees, conducting training programs and obtaining the accreditation, certificates, licensure and credentials needed to serve you.

Additional Uses and Disclosures: In addition to using and disclosing your medical information for treatment, payment and health care operations, we may also use and disclose medical information for the following purposes;

Notification: We may use and disclose medical information to notify or help notify: a family member, your personal representative or another person responsible for your care. We will share information about your location and/or general condition. If you are present, we will get your permission if possible or give you the opportunity to refuse permission to share your information. In case of emergency or if you are not able to give or refuse permission, we will share only the health information that is directly necessary to your health care according to our professional judgment. We will also use our professional judgment to make decisions in your best interest about allowing someone to pick up medical supplies, x-ray or medical information for you.

Workers Compensation: We may disclose medical information when authorized or necessary to comply with laws pertaining to workers compensation or other similar programs.

Appointment Reminders: We may use and disclose your medical information for purposes of reminding you of your appointments.

Specialized Government Functions: Subject to certain requirements, we may disclose or use medical information for military personnel and veterans, for national security and intelligence activities, for protective services for the President and others, for medical suitability determinations for the Department of State, for correctional institutions and other law enforcement custodial situations, and for government programs providing public benefits.

Court Orders and Judicial and Administrative Proceedings: We may disclose medical information in a response to a court or administrative order, subpoena, discovery request, or other lawful process under certain circumstances. Under limited circumstances, such as court order, warrant, or grand jury subpoena, we may share your medical information with law enforcement officials. We may share limited information with a law enforcement official concerning the medical information of a suspect, fugitive, material witness, crime victim or missing person. We may share the medical information of an inmate or other person in lawful custody with a law enforcement official or correctional institution under certain circumstances.

Law Enforcement: Under certain circumstances, we may disclose medical information to law enforcement officials. These circumstances include reporting required by law (such as the reporting of certain types of wounds), pursuant to certain subpoenas or court orders, reporting limited information concerning the identification and location at the request of law enforcement official, reports regarding suspected victims of crimes at the request of a law enforcement official, reporting death, crimes on our premises and crimes in emergencies.

Public Health Activities: As required by law, we may disclose your medical information to public health or legal authorities charged with preventing or controlling disease, injury or disability, including child abuse or neglect. We may also disclose your medical information to persons subject to jurisdiction of the Food & Drug Administration for purposes of reporting adverse events associated with product defects or problems, to enable product recalls, repairs, or replacements to track products or to conduct activities required by the Food and Drug Administration. When authorized by law, we may also notify a person who may have been exposed to a communicable disease or otherwise be at risk of contracting or spreading a disease or condition.

Victims of Abuse, Neglect or Domestic Violence: We may use and disclose medical information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect or domestic violence or the possible victim of other crimes. We may share your medical information if it is necessary to prevent a serious threat to your health, safety or the health or safety of others. We may share medical information when necessary to help law enforcement officials capture a person who has admitted to being a part of a crime or has escaped from legal custody

Health Oversight Activities: We may disclose medical information to an agency providing health oversight for oversight activities by law, including audits, civil, administrative or criminal investigations or proceedings, inspections, licensure or disciplinary actions or other authorized activities