

# Notice of Privacy Practices for Protected Health Information (HIPPA)

**“This Notice Describes How Medical Information About You May Be Used And Disclosed And How You May Get Access To This Information.” Please Review It Carefully!**

## **We Safeguard Information about Your Health and Person:**

We collect information from you and store it in a medical record as well as on a computer. Charts are stored in a secure area and available only to designated staff and only to designated reasons. Housekeeping, maintenance and other non-office personnel have no access to the chart area. Service technicians may have access to the computer, but only for service of computer operations.

## **Typical Uses and Disclosures of Medical Information:**

We collect medical information from you. Within our office, we restrict the disclosure of this information to doctors, nurses, technicians, and insurance and billing personnel. We may use your medical information for treatment and care, payment to insurers and for healthcare operations. Outside our office, we restrict the disclosure to those people, entities and agencies for whom you authorize disclosure such as other healthcare providers (doctors, nurses, and extended care facilities), insurance companies, billing agencies, hospitals and surgery sites, or those agencies and entities for whom legal and administrative requirements demand disclosure such as:

- **When required by law**
- **Public health activities (deaths, child abuse, neglect, domestic violence, problems with products, reactions to medications, product recalls, disease/infection exposure, disease/injury/disability control/prevention)**
- **Health oversight activities (audits, investigations, inspections)**
- **Judicial and administrative proceedings (court order)**
- **Appropriate law enforcement requests (to identify or locate a suspect, fugitive, material witness, or missing person)**
- **Deceased person information to coroners, medical examiners, funeral directors.**
- **Organ or tissue donation**
- **Research, provided authorization is IRB-approved or privacy board-approved**
- **Emergencies or to avert serious threat to health or safety**
- **Specialized government functions (military, inmates)**
- **Workers compensation**
- **Disaster relief**

**We will not use or disclose your medical information for any purpose not listed without your specific written authorization. Any specific written authorization you provide may be revoked at any time by writing to us.**