
Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Commitment to your privacy

As part of providing professional care to you, I will do all I can to maintain the privacy of what is called your “protected health information” (PHI). I am also required by law to keep your PHI private. These laws are complicated, and I must give you this important information. This page is a shorter description of what I do to maintain your privacy. If you would like to read the more detailed version, please do not hesitate to ask me for a copy. If you have any questions about my practices, please let me know.

How I use and disclose your protected health information (PHI) with your consent

I will use the information I collect about you mainly to provide you with treatment; to arrange payment for my services; and for some other business activities called, in the law, “health care operations”. I will ask you to sign a separate consent form to show that you understand these ways I handle your information. If you do not agree and won’t sign this consent form, I will not treat you. If I want to use or send, share, or release your PHI for other purposes, I will discuss this with you so you fully understand it, and ask you to sign a release-of-information form to allow this.

Disclosing your health information without your consent

There are some times when the laws require me to share your information without getting your consent. They are described in the longer version of my Notice of Privacy Practices (please let me know if you would like a copy), but here are the most common situations:

1. When there is a serious threat to you or another person’s health or safety to the public. I will only share information with people who are able to help prevent or reduce the danger.
2. When I am required to do so by lawsuits and other legal or court proceedings.
3. When law enforcement official requires me to do so.
4. For worker’s compensation and some similar programs if you seek these benefits.

Your rights about your health information

1. You can ask me to communicate with you in a particular way or at a certain place that is more private for you. For example, you can ask me to call you at home, rather than at work, to schedule or cancel an appointment. I will try my best to do as you ask.
2. You can ask me to limit what I tell people involved in your care or the payment for your care, such as family members or friends.
3. You have the right to look at the health information I have about you, such as your medical chart, case file, and billing records. You can get a copy of these records, and I can charge you for it. If I believe that it might be in some way harmful for you to view your records, I may suggest that we review them together or that I provide you with a summary of the records in place of the entire record. Please talk with me to arrange how to see your records.
4. If you believe that the information in my records is incorrect or missing something important, you can ask me to make additions to your records to correct the situation. You have to make this request in writing and send it to my compliance officer (me).
5. You have the right to file a complaint if you believe your privacy rights have been violated. You can file a complaint with my compliance officer (me) and with the Secretary of the U.S. Department of Health and Human Services. All complaints must be in writing. Filing a complaint will not change the health care I provide you in any way.
6. You have the right to a copy of this notice.

