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HIPAA Notice of Privacy Practices **Effective November 1, 2020**

This document describes how your medical information may be used and disclosed, and how you can get access to this information:

This notice describes how health information about you may be used and disclosed and how you can get access to this information. Please review.

Understanding Your Health Record/Information:

Each time you visit a hospital, physician, dentist, or other healthcare provider, a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a basis for planning your care and treatment and serves as a means of communication among the many health professional who contribute to your care. Understanding what is in your record and how your health information is used helps you ensure its accuracy, better understanding who, what when, where, and who there may access your health information, and helps you make better informed decisions when authorizing disclosure to others.

Your Health Information Rights:

- Get a copy of your electronic medical record
- Correct your electronic medical record
- Request confidential communication
- Ask to limit the information we share
- Get a list of those with whom this office has shared information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated with U.S.

Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201; calling 1877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints. We do not retaliate against those who file a complaint.

Your Choices:

- The way that we use and share information tell family and friends about your condition
- How we tell people about your information as we provide disaster relief
- How we use and share information about you regarding providing mental health care

Other Uses and Disclosures:

- We may use and share information to treat you, run our organization, or bill for your services.
- We may use or disclose information about you to help with public health and safety issues, to do research, or comply with the law
- We may use or disclose information about you to respond to organ and tissue donation requests, work with a medical examiner, or funeral director.
- We may use or disclose your information to address workers' compensation, law enforcement, respond to lawsuits and legal actions, or other governmental requests.

Disclosures Excluded by this Practice:

- Selling your information, or use it for marketing purposes
- Information for hospital directories
- Engaging in fundraising

Mental Health Provider's Duties:

- This provider is required by law to maintain the privacy of PHI and provide you with a notice of my legal duties and privacy practices with respect to PHI.
- I reserve the right to change the privacy policies and practices described in this notice. Unless I notify you of such changes, I am required to abide by the terms currently in effect.
- The terms of this notice can change, and the changes will apply to all information pertaining to you. The new notice will be available upon request in office or on our website.