



## 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.**

### **How we may use and disclose your health information**

We may use health information about you for treatment, administrative purposes, and to evaluate the quality of care that you receive. For example, your health information may be shared with other providers to who you are referred. Information may be shared by paper, mail, electronic mail, fax, or other methods. We may use or disclose your health information without your authorization for several reasons. But beyond those situations, we will ask for your written authorization before using or disclosing your health information. If you sign an authorization to disclose information, you can later revoke it to stop any further uses and disclosures.

### **Your rights**

You have the right to look at, or receive a copy of your health information that we use to make decisions about you. If you request copies, we may charge a cost-based fee. You also have the right to request a list of certain types of disclosures of your information that we have made. If you believe your health information is incorrect or information is missing, you have the right to request that we correct the existing information or add the missing information.

### **Our legal duty**

We are required by law to protect the privacy of your health information, provide this notice at our privacy practices, follow the privacy practices that are described in this notice, and seek your acknowledgement of receipt of this notice. We may change our privacy policies at any time. Before we make any significant changes in our policies, we will change our notice and post the new notices in the waiting area. You can also request a copy of our notice at any time.

### **Privacy complaints**

If you are concerned that we have violated your privacy rights, our privacy policies or you disagree with a decision we have made about access to your health information, you may contact management.