

Internal Medicine & Pediatric Clinic Of New Albany, PLLC

Notice of Health Information Practices

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

Understanding Your Health Record/Information

Each time you visit a hospital, physician, or other health care 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:

1. basis for planning your care and treatment
2. means of communication among the many health professionals who contribute to your care
3. legal document describing the care you received
4. means by which you or a third-party payer can verify that services billed were actually provided
5. a tool in educating health professionals
6. a source of data for medical research
7. a source of information for public health officials charged with improving the health of the nation
8. a source of data for facility planning and marketing
9. a tool with which we can assess and continually work to improve the care we render and the outcomes we achieve

Understanding what is in your record and how your health information is used helps you to:

1. ensure its accuracy
2. better understand who, what, when, where, and why others may access your health information
3. make more informed decisions when authorizing disclosure to others

Your Health Information Rights

Although your health record is the physical property of the health care practitioner or facility that compiled it, the information belongs to you. You have the right to:

1. request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522
2. obtain a paper copy of this notice upon request
3. inspect and obtain a copy of your health record as provided for in 45 CFR 164.524
4. amend your health record as provided in 45 CFR 164.528
5. obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528
6. request communications of your health information by alternative means or at alternative locations
7. revoke your authorization to use or disclose health information except to the extent that action has already been taken

Our Responsibilities

This organization is required to:

1. maintain the privacy of your health information
2. provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you
3. abide by the terms of this notice
4. notify you if we are unable to agree to a requested restriction
5. accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice to the address you've supplied us.

We will not use or disclose your health information without your authorization, except as described in this notice.

For More Information or to Report a Problem

If you have questions or would like additional information, you may contact Your Privacy Officer.

If you believe your privacy rights have been violated, you can file a complaint with our Privacy Officer with the Secretary of Health and Human Services. There will be no retaliation for filing a complaint.

Examples of Disclosures for Treatment, Payment and Health Operations

We will use your health information for treatment.

For example: Information obtained by a nurse, physician, or other member of your health care team will be recorded in your record and used to determine the course of treatment that should work

best for you. Your physician will document in your record his or her expectations of the members of your health care team. Members of your health care team will then record the actions they took and their observations. In that way, the physician will know how you are responding to treatment. We will also provide your physician or a subsequent health care provider with copies of various reports that should assist him or her in treating you once you're discharged from this hospital.

We will use your health information for payment.

For example: A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.

We will use your health information for regular health operations.

For example: Members of the medical staff, the risk or quality improvement manager, or members of the quality improvement team may use information in your health record to assess the care and outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the health care and service we provide.

We may use and disclose medical information to contact you as a reminder that you have an appointment for treatment or medical care.

We may use and disclose medical information to tell you about or recommend possible treatment options or alternatives that may be of interest to you.

Special Situations:

Business associates: There are some services provided in our organization through contacts with business associates. Examples include physician services in the emergency department and radiology, certain laboratory tests, and a copy service we use when making copies of your health record. When these services are contracted, we may disclose your health information to our business associate so that they can perform the job we've asked them to do and bill you or your third-party payer for services rendered. To protect your health information, however, we require the business associate to appropriately safeguard your information.

Notification: We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location, and general condition.

Communication with family: Health professionals, using their best judgment, may disclose to a family member, other relative, close

personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

Research: We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information.

Coroners, medical examiners, and funeral directors: We may disclose health information to funeral directors, coroners, and medical examiners consistent with applicable law to carry out their duties. This may be necessary, for example, to identify a deceased person or determine the cause of death.

Organ procurement organizations: Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.

Food and Drug Administration (FDA): We may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

Workers compensation: We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relating to workers compensation or other similar programs established by law.

Public health: As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.

Correctional institution: Should you be an inmate of a correctional institution, we may disclose to the institution or agents thereof health information necessary for your health and the health and safety of other individuals.

Lawsuits and disputes: If you are involved in a lawsuit or dispute, we may disclose medical information about you in response to a court or administrative order. We may also disclose medical information about you in response to a subpoena, discovery request, or lawful process by someone else involved in the dispute,

but only if efforts have been made to inform you of the request or to obtain an order protecting the requested information.

Law enforcement: For example, we may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena. In some circumstances we may disclose information about you to law enforcement officials if we believe in good faith that you have been a victim of crime.

National security and intelligence activities: We may release medical information about you to authorized federal officials as required for

intelligence, counterintelligence, and other national security activities authorized by law.

Military and veterans: If you are a member of the armed forces, we may release medical information about you as required by military command authorities. We may also release medical information about foreign military personnel to the appropriate foreign military authority.

Federal law makes provision for your health information to be released to an appropriate health oversight agency, public health authority or attorney, provided that a work force member or business associate believes in good faith that we have engaged in unlawful conduct or have otherwise violated professional or clinical standards and are potentially endangering one or more patients, workers or the public.

Effective Date: April 14, 2003

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