

- Restrict disclosures to your health plan when you have paid out-of-pocket in full for health care items or services provided by the practice.
- Receive confidential communications of PHI by alternative means or at alternate locations. You must make your request in writing to the privacy officer. The practice will accommodate all reasonable requests.
- Inspect and copy your PHI as provided by law. To inspect and copy your PHI, you must submit a written request to the practice's privacy officer. In certain situations that are defined by law, the practice may deny your request, but you will have the right to have the denial reviewed. The practice may charge you a fee (to cover costs incurred to reproduce records) for the cost of copying, mailing or other supplies associated with your request.
- Amend your PHI as provided by law. To request an amendment, you must submit a written request to the practice's privacy officer. You must provide a reason that supports your request. The practice may deny your request if it is not in writing, if you do not provide in support of your request, if the information to be amended was not created by the practice (unless the originating individual or entity that created the information is no longer available), if the information is not part of your PHI maintained by the practice, if the information is not part of the information you would be permitted to inspect and copy and/or if the information is accurate and complete. If you disagree with the practice's denial, you have the right to submit a written statement of disagreement.
- Receiving an accounting of non-routine disclosures of your PHI as provided by law. To request an accounting, you must submit a written request to the privacy officer. The request must state a time period which may not be longer than six years and may not include the dates before April 14, 2003. The request should indicate in what form you want the list (such as paper or electronic copy). The first list your request within a 12 month period will be free, but the practice may charge you for the cost of providing additional lists in the same 12 month period. The practice will notify you of the costs involved and you can decide to withdraw or modify your request before any costs are incurred.
- Receive a paper copy of this Notice of Privacy Practices from the practice upon request.
- To file a complaint with the practice, please contact the practice's privacy officer. All complaints must be in writing. If your complaint is not satisfactorily resolved, you may file a complaint with the secretary of health and human services, Office for Civil Rights. Our privacy officer will furnish you with the address upon request.
- To obtain more information, or have your questions about rights answered, please contact the practice's privacy officer.

PRACTICE'S REQUIREMENTS

The health care office:

- Is required by law to maintain the privacy of your PHI and to provide you with this Notice of Privacy Practices upon request.
- Is required to abide by the terms of this Notice of Privacy Practices.
- Reserves the right to change the terms of this Notice of Privacy Practices and to make the new Notice of Privacy Practices provisions effective for all of your PHI that it maintains.
- Will not retaliate against you for making a complaint.
- Must make a good faith effort to obtain from you an acknowledgement of receipt of this notice.
- Will post this Notice of Privacy Practices in its lobby and on the practice's website.
- Will inform you if there is a case of a breach of unsecured health information.