

## Notice Summary of Privacy Practices

### Identifying the Rights of an Individual (patient)

- You have the right to receive a "Notice of Privacy Practices" from any healthcare provider from whom you receive health care
- You have the right to authorize any use or disclosure of protected health information for a purpose not covered by the "Notice of Privacy Practices" for use in treatment, payment or healthcare operations.
- You have the right to have a personal representative, a designated person delegated the authority to consent to, or authorize the use or disclosure of protected health information.
- You have the right to request that a healthcare provider, health plan, or healthcare clearing house not use or disclose certain protected health information, and to request that the provider make reasonable efforts to keep the communications of protected health information confidential.
- You have the right to know the parties to whom a healthcare provider, health plan, or health clearing house has disclosed protected health information (known as disclosure accountability).
- You have the right to inspect, obtain copies of, and request corrections in protected health information maintained by a healthcare provider, health plan, or health care clearing house.

### Identifying the Rights of Healthcare Providers

- The privacy rule allows providers to call patients by name in the waiting room, contact them with appointment reminders or test results, contact them with information about recommended treatment alternatives, or contacting them to provide information about health-related benefits and services offered by the practice. We will contact you by phone or other means to remind you of your appointments. You may also choose a preferred method of contact for communication purposes.
- The practice may use or disclose patient's *personal health information* (PHI) for the purposes of treating the patient, obtaining payment for the services provided, and to conduct certain health care operations permitted under the Privacy Rules. We will use patient's PHI to provide, coordinate, or manager their health care or any related services. This includes the coordination or management of their healthcare with a third party that is involved in their care and treatment. PHI will be used as needed to obtain payment for the care provided. It will also include the disclosure of information if necessary to a collection agency in order to obtain payment for services.
- A provider may be required to disclose PHI as required by law in cases of abuse or neglect, for communicable diseases, for health agency involvement, for requests from the FDA, for legal proceedings, in cases of criminal activity, and other reasons
- A practice may charge a fee for no show appointments

While an individual (patient) has substantial control, the practice will have the right to offset or deny unreasonable requests for such things as restrictions, requested amendments or changes to an individual's records, etc.

### Notice of Acknowledgement

Name of Patient: \_\_\_\_\_ DOB: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to Patient: \_\_\_\_\_

*Available by Request, Full Notice of Privacy Practices.*