

****THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED
AND HOW YOU CAN GET ACCESS TO THIS INFORMATION****

OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice. This Notice takes effect April 14, 2003, and will remain in effect until we replace it. We reserve the right to change our privacy practices and the terms of this Notice at any time within application of the law. You may request a copy of our Notice at any time.

USES AND DISCLOSURES OF HEALTH INFORMATION

(Your written authorization is required to use or disclose your health information for any reason except those described below.)

REASONS FOR DISCLOSURE:

- 1. Treatment:** We may use or disclose your health information to a physician or other healthcare provider providing treatment for you.
- 2. Payment:** We may use or disclose your health information to obtain payment for services provided to you.
- 3. Healthcare Operations:** We may use or disclose your health information in connection with our healthcare operations. Healthcare operations include: improvement activities, conducting education programs, accreditation certification, licensing or credentialing activities.

PERSONS WE MAY DISCLOSE TO:

Family, Friends or Others: We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare.

Persons Involved in Payment/Care: We may disclose health information to insurance companies, employers or others involved in the payment for your healthcare. We may also disclose health information to persons involved with your healthcare based on professional judgment disclosing only health information that is directly relevant to the person's involvement your healthcare. We will also use our professional judgment in allowing another person to pick up medications, medical supplies, x-rays, statements or other similar forms of health information.

For Appointment Reminders: We may disclose your health information to provide you with appointment reminders by: leaving messages with family, friends or co-workers and on voice mail and answering machines, or by postcards or letters.

Others for Marketing Health Related Services: We will NOT disclose your health information for marketing purposes without your written authorization.

Legal Authorities As Required By Law: We may disclose your health information when required to do so by law.

Legal Authorities In Suspected Cases of Abuse/Neglect: We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, domestic violence or other crimes.

Military or Government Authorities for National Security: We may disclose to military authorities the health information of Armed Forces personnel under certain circumstances for national security.

PATIENT RIGHTS:

Access: You have the right to look at or get copies of your health information with limited exceptions. You must make a request in writing to obtain access to your health information. We will charge you a reasonable cost-based fee for expenses such as copies and staff time.

Restriction: You have the right to request that we place additional restrictions on our use or disclosure of your health information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement ***except in an emergency.***

Amendment: You have the right to request that we amend your health information. Your request must be in writing and it must explain why the information should be amended. We may deny your request.

QUESTIONS AND COMPLAINTS:

Please contact us for additional clarification and questions concerning this policy.

If you feel that we should manage your privacy in any other manner, please contact us.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.