

Shore Endocrinology Associates LLC. **Notice of Privacy Practices and Acknowledgement**

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THAT INFORMATION. PLEASE REVIEW THE FOLLOWING CAREFULLY:

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires all medical records and other individually identifiable information used or disclosed by us in any form, whether electronically, on paper, or orally, be kept confidential. This act gives you significant new rights to understand and control how your health information is used. HIPAA provides penalties to covered entities that misuse personal health information.

As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may only use and disclose your medical records for each of the following purposes: treatment, payment and health care operations.

TREATMENT: means providing, coordinating or managing health care and related services by one or more healthcare providers. An example of this would be a physical examination.

PAYMENT: means activities such as obtaining reimbursement for services, confirming coverage, billing or collection activities and utilization review. An example of this would be sending a bill for your visit to your insurance company for payment.

HEALTH CARE OPERATIONS: include the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost management analysis and customer service. An example would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

We may contact you to provide appointment reminders or information about treatment alternatives or other health related benefits and services that may be of interest to you.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You have the following rights with respect to your private health information, which you can exercise by presenting written request to the Privacy Officer:

- ❖ The right to request restrictions to certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- ❖ The right to reasonable requests to receive confidential communication of protected health information from us by alternate means or at alternative locations.
- ❖ The right to inspect and copy your protected health information.
- ❖ The right to amend your protected health information.
- ❖ The right to receive an accounting of disclosures of protected health information.

❖ The right to receive a copy of this explanation upon request.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of July 1, 2004, and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practices from this office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with our office or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

Please feel free to speak to our Privacy Officer if you have questions about this notice. For written inquiries please address to the attention of the Privacy Officer.

For more information about HIPAA or to file a complaint:

The Department of Health & Human Services
Office of Civil Rights
200 Independence Avenue SW
Washington D. C. 20201

I HAVE READ, UNDERSTAND AND RECEIVED A COPY OF THE NOTICE OF PRIVACY PRACTICES PROVIDED TO ME BY *Shore Endocrinology Associates*

PATIENT NAME: _____

SIGNATURE OF PATIENT: _____

RELATIONSHIP TO PATIENT: _____ DATE: _____
(IF APPLICABLE)

OFFICE USE ONLY

I attempted to obtain the patient's signature on this Notice of Privacy Practices and Acknowledgement, but was unable to do so as documented below.

REASON: _____

OFFICER'S INITIALS _____

[] Patient refused a copy of this notice