



Your Information. Your Rights. Our Responsibilities.

Your Rights

You have a right to:

- Get a copy of your electronic medical record.
- Correct your electronic medical record - you can ask us to correct health information about you that you think is incorrect or incomplete. We may say “no” but we will tell you why.
- Request confidential communication
- Ask us to limit the information we share.
- Get a list of those with whom we’ve shared your information.
- Get a copy of this privacy notice.
- Choose someone to act for you.
- File a complaint if you believe your privacy rights have been violated.

Your Choices

You have some choices in the way we use and share information:

- You may designate family and friends to share information with.
- You may choose to participate in marketing of our services - with your written permission.
- You may choose to share your information in a disaster relief situation.

Our Uses & Disclosures

We may use and share your information as we:

- Treat you.
- Run our organization, improve your care, and contact you.
- Bill for your services to get payment from health plans or other entities.
- Help with public health and safety issues - preventing disease, helping with product recalls, reporting adverse reactions to medications, reporting suspected abuse, neglect or domestic violence, preventing or reducing a serious threat to anyone's health or safety.
- Comply with the law.
- Respond to organ and tissue donation requests.
- Work with a medical examiner or funeral director.
- Address workers’ compensation, law enforcement, and other government requests.
- Respond to lawsuits and legal actions.

Changes to this Notice

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs.
- We must follow the duties and privacy practices described in this notice and give you a copy if requested. We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if that is the case.

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office and on our web site.