

**Privacy Policies**

It is the policy of our office that all physicians and staff preserve the integrity and the confidentiality of protected health information (PHI) pertaining to our patients. The purpose of this policy is to ensure that our practice and its physicians and staff have the necessary medical and PHI to provide the highest quality medical care possible, while protecting the confidentiality of the PHI of our patients to the highest degree possible. Patients should not be afraid to provide information to our practice and its physicians and staff for the purposes of treatment, payment and healthcare operations (TPO). To that end, our practice and its physicians and staff will:

- Adhere to the standards set forth in the notice of Privacy Practices
- Collect use and disclose PHI only in conformance with state and federal laws and current patient covenants and/or authorizations, as appropriate. Our practice and its physicians and staff will not use or disclose PHI for uses outside of the practice’s TPO, such as marketing, employment, life insurance application, etc. without an authorization from the patient.
- Use and disclose PHI to remind patients of their appointments only with their consent.
- Recognize that PHI collected about patients must be accurate, timely, complete and available when needed. Our practice and its physicians and staff will implement reasonable measures to protect the integrity of all PHI maintained about our patients.
- Recognize that patients have a right to privacy. Our practice and its physicians and staff respect the patient’s individual dignity at all times. Our practice and its physicians and staff will respect patient’s privacy to the extent consistent with providing the highest quality medical care possible and with the efficient administration of this facility.
- Act as responsible information stewards and treat all PHI as sensitive and confidential. Consequently, our practice and its physicians and staff will:
  - Treat all PHI data as confidential in accordance with professional ethics, accreditation standards and legal requirements.
  - Not disclose PHI data unless the patient (or his/her authorized representative) has properly consented to or authorized the release or the release is otherwise authorized by law.
- Recognize that, although our practice “owns” the medical record, the patient has the right to inspect and obtain a copy of his/her PHI. In addition, patients have a right to request an amendment to their medical record if they believe their information is inaccurate or incomplete. Our practice and its physicians and staff will:
  - Permit patient’s access to their medical records when their written request is approved by our practice. If we deny their request, then we must inform the patients that they may request a review of our denial. In such cases, we will have an on-site healthcare professional review patients appeals
  - Provide patients an opportunity to request the correction of inaccurate or incomplete PHI in their medical records in accordance with the law and professional standards.
- Maintain a list of all disclosures of PHI for purposed other that TPO for each patient. We will provide this list to patients upon request, so long as their request is in writing.
- Adhere to any restrictions concerning the use or disclosure of PHI that patients have requests and have been approved by our practice.
- Adhere to this policy. Our practice will not tolerate violations of this policy. Violation of this policy is grounds for disciplinary action, up to and including termination of employment, and criminal or professional sanctions in accordance with our practice’s rules and regulations.

Our practice may change this privacy policy in the future. Any changes will be effective upon the release o f a revised privacy policy and will be made available to patients upon request.

Patient Name: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_