

# NOTICE OF PRIVACY PRACTICES

**THIS NOTICE CONTAINS IMPORTANT INFORMATION ABOUT OUR PRIVACY PRACTICES. THIS NOTICE DESCRIBES HOW YOUR MEDICAL INFORMATION MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

## **I. What is this notice?**

To run our practice, we must collect, maintain and use non-public personal information on patients to whom we provide services. We consider this information private and confidential and have policies and procedures in place to protect the information against unlawful use and disclosure. This notice describes what types of information we collect, explains when and to whom we may disclose it, and provides you with additional important information as to our legal duties and privacy practices. It also describes your rights to access and control your non-public personal information (NPI).

We are required to abide by the terms of this notice. However, we may modify the terms of this notice at any time, and the new notice will be effective for all NPI in our possession at the time of the change, and any created or received thereafter.

Information this practice collects, uses and maintains on you is protected by Federal and state laws: the Health Insurance Portability and Accountability Act (HIPAA) and state public health laws. This practice does not disclose NPI to anyone, except with your authorization or otherwise as permitted by law.

If you believe your privacy rights under the Health Insurance Portability and Accountability Act (HIPAA) have been violated you can submit a written complaint to the address of this practice. You may also complain to the Secretary for Health and Human Services if you believe your privacy rights have been violated. There will be no retaliation for filing a complaint.

## **II. What is “non-public personal information” (NPI)?**

Non-public personal information (NPI) is information that identifies you as an individual and relates to your participation in treatment, your physical or mental health/condition, the provision of treatment or healthcare to you or payment to us for the provision of services provided to you.

## **III. How do we protect NPI?**

We restrict access to NPI to members of our workforce (staff and trainees) who need to provide care or services to you or are engaged in important agency operations. We maintain physical and procedural safeguards to protect your information against unauthorized access and use. We also commit to developing, educating our workforce about and overseeing the implementation and enforcement of policies and procedures to safeguard your health information against inappropriate access, use and disclosure, consistent with applicable law.

## **IV. How does this practice use non-public personal information (NPI) and for what purposes?**

Here are some examples of what we do with the information we collect and the reasons it might be used:

Treatment: We may use information about you to provide medical treatment and services to you. We may use and share NPI with our staff and trainees who are involved in providing care to you. For example, information obtained by our staff and trainees will be recorded in a treatment record and used to determine your course of treatment.

Payment: We may use and disclose NPI so that treatment and services you receive may be billed to and payment collected from you or a third party. For example, we may complete and submit to your healthcare plan or insurance company a description of treatment provided to you. We also may use and disclose your NPI to obtain payment from other third parties that may be responsible for the costs, such as family members.

Health Care Operations: We may also use and disclose NPI to perform health care operations. This is necessary to make sure that all of our patients receive quality care. For example, we may use NPI to review our treatment and services and to evaluate the performance of our staff and trainees. We may also use and share NPI with the institute's trainees and other personnel for review and learning purposes.

## **V. What uses and disclosures do not require your authorization?**

We may use and disclose NPI without your authorization for the following purposes: