

## ALL WOMEN OB/GYN, PSC

### Notice of Privacy Practices for Protected Health Information

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED  
AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION  
PLEASE READ CAREFULLY**

If you consent, the office is permitted by federal privacy laws to make uses and disclosures of your health information for the purposes of treatment, payment and health care operations. Protected health information is the information we create and obtain in providing our services to you. Such information may include documenting your symptoms, examination and test results, diagnoses, treatment, and applying for future care or treatment.

Examples of uses of your health care information for **treatment** purposes are:

- A nurse obtains treatment information about you and records it in your health record (chart)
- During the course of your treatment, the physician determines she will need to consult with another specialist. She will share the information with such specialists and obtain his or her input.

Example of use of your health information for **payment** purposes:

1. We submit requests for payment to your health insurance company who needs information from us regarding your medical care given. We will provide information to them about you and the care.

Example of use of your information for **Health Care Operations**:

2. We may obtain services from business associates such as quality assessment, quality improvement, outcome evaluation, protocol and clinical guidelines development, training programs, credentialing, medical review, legal services, and insurance. We will share information about you with such business associates as necessary to obtain their services.

### **Your Health Information Rights**

**The health and billing records we maintain are the physical property of the doctor's office. You have the following rights with respect to your protected Health information.**

1. Request a restriction on certain uses and disclosures of your health information by delivering a request in writing to our office- *we are not required to grant the request but will comply with any request granted*;
2. Obtain a paper copy of the Notice of Privacy Practices for protected Health information ("Notice") by making a request at our office;
3. Right to inspect and copy your health record and billing record – you may exercise this right by delivering the request in writing to our office; appeal a denial of access to your protected health information except in certain circumstances.
4. Right to request that your health care record be amended to correct incomplete or incorrect information by delivering a written request to our office. (The physician is not required to make such amendments); you may file a statement of disagreement if your amendment is denied, and require that the request for amendment and any denial be attached in all future disclosures of your protected health information;
5. Right to receive an accounting of disclosures of your health care information as required to be maintained by law by delivering a written request to our office. An accounting will not include internal uses of information for treatment, payment, or operations, disclosures made to you or made at your request, or disclosures made to family members or friends in the course of providing care.
6. Right to confidential communications by requesting that communications of your health information be made by alternative means or at an alternative location by delivering the request in writing to our office.

If you want to exercise any of the above rights, please contact Patricia Niendam, Practice Manager at 4121 Dutchmans Lane, Suite 601, Louisville, KY 40207, 502-895-6559, extension 114 in person or in writing, during normal business hours. She will provide you with assistance on the steps to take to exercise your right.

## **Our Responsibilities**

The office is required to:

- Maintain the privacy of your health information as required by law;
- Provide you with a notice as to our duties and privacy practices as to the information we collect and maintain about you;
- Abide by the terms of this notice;
- Notify you if we cannot accommodate a requested restriction or request; and
- Accommodate your reasonable request regarding methods to communicate health information with you;
- Accommodate your request for an accounting of disclosures.

We reserve the right to amend, change, or eliminate provisions in our privacy practices and access practices and to enact provisions regarding the protected health information we maintain. If our information practices change, we will amend our Notice. You are entitled to receive a revised copy of the Notice by calling and requesting a copy of our "Notice" or by visiting our office.

## **To Request Information or File a Complaint**

If you have questions, would like additional information, or want to report a problem regarding the handling of your information, you may contact Patricia Niendam, Practice Manager at 502-895-6559 ext. 114.

Additionally, if you believe your privacy rights have been violated, you may file a written complaint at our office by delivering the written complaint to Patricia Niendam, Practice Manager. You may also file a complaint by mailing it or emailing it to the Secretary of Health and Human Services.

- We cannot, and will not, require you to waive the right to file a complaint with the Secretary of Health and Human Services (HHS) as a condition of receiving treatment from the office.
- We cannot, and will not, retaliate against you for filing a complaint with HHS.

## **Following is a List of other Uses and Disclosures Allowed by the Privacy Rule**

**Patient Contact** – We may contact you to provide you with appointment reminders with information about treatment alternatives, or with information about other health-related benefits and services that may be of interest to you. We may contact you as a part of a fund raising effort.

**Notification – Opportunity to Agree or Object** - Unless you object, we may disclose your protected health information to notify, or assist in notifying a family member, personal representative, or other person responsible for your care, about your location, and about your general condition, or your death.

Communications with Family – Using our best judgment, we may disclose to a family member, other relative, close personal friend, or any other person you identify, health information relevant to that person's involvement in your care or in payment for such care if you do not object or in an emergency.

We may use and disclose your protected health information to assist in disaster relief efforts.

## **Opportunity to Agree or Object Not Required**

### **PUBLIC HEALTH ACTIVITIES**

**Controlling Disease**- As required by law, we may disclose your protected health information to public health or legal authorities charged with preventing or controlling disease, injury or disability.

**Child Abuse & Neglect** – We may disclose protected health information to public authorities as allowed by law to report child abuse or neglect.

**Food & Drug Administration (FDA)** – We may disclose to the FDA your protected health information relating to adverse events with respect to food, supplements, products or product defects, or post-marketing surveillance information to enable product recalls, repairs, or replacements.

**VICTIMS OF ABUSE, NEGLECT, OR DOMESTIC VIOLENCE**

We can disclose protected health information to governmental authorities to the extent the disclosure is authorized by statute or regulation and in the exercise of professional judgment the doctor believes the disclosure is necessary to prevent serious harm to the individual or other potential victim.

**OVERSIGHT AGENCIES**

Federal law allows us to release your protected health information to appropriate health oversight agencies or for health oversight activities to include audits, civil, administrative or criminal investigations; inspections; licensure or disciplinary actions, and for similar reasons related to the administration of healthcare.

**JUDICIAL/ADMINISTRATIVE PROCEEDINGS**

We may disclose your health information in the course of any judicial or administrative proceeding as allowed or required by law, with your consent, or as directed by the proper court order or administrative tribunal, provided that the protected health information released is expressly authorized by each order, or in response to a subpoena, discovery request or lawful process.

**LAW ENFORCEMENT**

We may disclose your protected health information for law enforcement purposes as required by law, such as when required by court order, including laws that require reporting of certain types of wounds or other physical injury.

**CORONERS, MEDICAL EXAMINERS AND FUNERAL DIRECTORS**

We may disclose your protected health information to funeral directors or coroners consistent with applicable law to allow them to carry out their duties.

**ORGAN PROCUREMENT ORGANIZATIONS**

Consistent with applicable law, we may disclose your protected health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs, eyes, or tissue for the purpose of donation and transplant.

**RESEARCH**

We may disclose information to researchers when their research has been approved by an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your protected health information.

**THREAT TO HEALTH AND SAFETY**

To avert a serious threat to health and safety, we may disclose your protected health information consistent with applicable law to prevent or lessen a serious, imminent threat to the health and safety of a person or the public.

**FOR SPECIALIZED GOVERNMENTAL FUNCTIONS**

We may disclose your protected health information for specialized government functions as authorized by law such as to the Armed Forces personnel, for national safety purposes, or to public assistance program personnel.

**CORRECTIONAL INSTITUTIONS**

If you are an inmate of a correctional institution, we may disclose your protected health information necessary to the institution or its agents for your health and the health and safety of other individuals.

**WORKERS COMPENSATION**

If you are seeking compensation through Workers compensation, we may disclose your protected health information to the extent necessary to comply with laws relating to Workers Compensation.

**Other Uses and Disclosures**

- Other uses and disclosures besides those identified in the Notice will be made only as otherwise authorized by law or with your written authorization which you may revoke except to the extent information or action has already been taken.

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