



Notice of Privacy

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED, AS WELL AS HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Our commitment to your privacy

Our practice is dedicated to maintaining the privacy of your personal health information. We are also required by law to do this. Although these laws are complicated, you must be provided with important information. This document is a shorter version of the full, legally required NPP, which is available for you to view in our waiting room. We would be happy to provide you with your own copy upon request. Please refer to the full version for more information. Also, since these documents cannot cover all possible situations, please talk with us directly about any questions or concerns.

We will use the information about your health, which we receive from you or from others, mainly to provide you with treatment, to arrange payment for our services, or for other business activities that are called health care operations. After you have read this NPP, you will be asked to sign a consent form to let us use and share your information. If you do not consent and sign this form, we will be unable to provide you with treatment.

If we want to use or disclose (send, share, release) your information for any other purposes, we will discuss this with you and ask you to sign an Authorization to allow this.

Of course we will keep your health information private; however there are times when the laws require us to use or share it such as:

1. when there is a serious threat to your health and safety, to the health and safety of another individual, or to the public. In such an event, we will only share information with a person or organization that is able to help prevent or reduce the threat.
2. in some lawsuits, and legal or court proceedings.
3. if a law enforcement official requires us to do so.
4. for Workers Compensation and similar benefit programs.

There are other situations that do not happen very often. They are described in the longer version of the NPP.

Your rights regarding your health information

1. You can ask us to communicate with you about your health and related issues in a particular way or at a certain place. For example, you can ask to be called at home, and not at work, in order to schedule or cancel an appointment. We will try our best to do as you ask.
2. You have the right to ask us to limit what we tell certain individuals involved in your care or in the payment for your care, such as family members and friends. While we do not have to agree to your request, if we do agree, we will keep our agreement unless it is against the law, in case of an emergency, or when the information is necessary to treat you.
3. You have the right to look at the health information we have about you, such as your medical and billing records. You can get a copy of these records for a minimal administrative fee. Please contact our Privacy Officer to arrange how to see your records. See below.
4. If you believe the information in your records is incorrect or incomplete, you can ask to make some kind of changes (called amending) to your health information. You have to make this request in writing and send it to our Privacy Officer. You must explain the reasons you want to make the changes.
5. You have the right to a copy of the NPP. If we make changes, we will notify you and post them in our waiting room. You can also obtain a copy of the NPP from the Privacy Officer.
6. You have the right to file a complaint if you believe your privacy rights have been violated. You can file a complaint with the Privacy Officer and with the Secretary of the Department of Health and Human Services. All complaints must be in writing. Filing a complaint will not change the health care we provide to you in any way.

If you have any concerns regarding this notice or our health information privacy policies, please contact Joanna Kooistra as the Privacy Officer. She can be reached by calling our phone number, 847-873-1505. The effective date of this notice is January 1st, 2013.

Signature: _____

Date: _____