

SUMMARY NOTICE OF PRIVACY PRACTICES

This notice describes how medical information about you may be used and disclosed, and how you can get access to this information.

USES AND DISCLOSURES: We will use and disclose elements of your protected health information (PHI) in the following ways:

- For purposes of treatment, payment and practice operations.
- When release is required by law, including military purposes, law enforcement requests, national security reasons, or for healthcare regulatory/accrediting agencies.
- In emergency situations or for health and safety reasons.
- To medical examiners, coroners, or funeral directors.
- To organ, tissue, and other donation organizations.
- To contact you about appointment reminders or to tell you about other health-related benefits and services.
- For Worker's Compensation requests.
- For clinical research purposes.
- To people who are involved in your care.

All other uses and disclosures will require us to obtain a written authorization from you.

YOUR RIGHTS:

- **Restrictions:** To ask us to limit the information we share. (The request will be considered on an individual basis.)
 - **Confidential communications:** To receive your confidential health information by alternate addresses, telephone numbers, or fax numbers.
 - **Access:** To inspect or receive copies of your medical record.
 - **Amendments:** To request changes be made to your health information. (The request will be considered on an individual basis.)
 - **Accounting:** To receive a list of our disclosures of your health information.
 - **This notice:** To ask for a copy of our full privacy notice.
 - **Complaints:** To complain to Dr. David Circeo or the U.S. Department of Health & Human Services Office of Civil Rights. To file a complaint, call our Privacy Officer at 804-262-9824.
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OUR DUTIES: We are required by law to maintain the privacy of your Protected Health Information. We must abide by the terms of this notice; effective April 14, 2003.

PRIVACY CONTACT: For more information about our privacy practices, please contact our Privacy Officer at 804-262-9824

