

# 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. PLEASE REVIEW IT CAREFULLY.

Mill Plain Medical Aesthetics is required by law to maintain the privacy of your medical information and to provide you with notice of its legal duties and privacy practices with respect to your medical information.

Mill Plain Medical Aesthetics collects medical information from you and stores it in a chart and on a computer. This is your medical record. The medical record is the property of Mill Plain Medical Aesthetics but the information in the medical record belongs to you. Mill Plain Medical Aesthetics protects the privacy of your health information. The law permits Mill Plain Medical Aesthetics to use or disclose your health information for the following purposes:

Medical Treatment. We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to staff members or other healthcare professionals. For example, results of laboratory tests and procedures will be available in your medical record to all health professionals who may provide treatment.

Payment. Your medical information may be used to seek payment from your health plan. For example your health plan may request and receive information on the dates of service, services provided and the medical condition being treated.

Health Care Operations. We may use and disclose medical information about you in the business aspects of running our practice. These uses and disclosures are necessary to of our Practice. These uses may include reviewing our treatment and services to evaluate the performance of our staff. We may also use or disclose information about you for internal and external utilization review and/or quality assurance; to business associates for the purposes of assisting us in compliance with our legal requirements; to auditors to verify our records; and to billing companies. We shall endeavor, at all times when business associates are used, to advise them of their continued obligation to maintain the privacy of your medical record.

Reminders and Treatment Alternatives. We may contact you prior to your procedure to discuss a preoperative assessment and medication. Other reasons may include appointment reminders, treatment alternatives, or health-related benefits and services that may be of interest to you. This contact may be by phone, in writing, e-mail, or otherwise and may involve the leaving of a message on an answering machine or e-mail which could be potentially received or intercepted by others.

Notification and communication with family. We may disclose your medical information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or in the event of your death. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.

As Required by Law. We will disclose medical information about you when required to do so by federal, state and local law. Public Health As required by law, we may disclose your medical information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.

Health Oversight Activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.

Judicial and Administrative Proceedings. We may disclose your medical information in the course of any administrative or judicial proceeding. We may also disclose medical information about you in response to a subpoena, discovery request, court order or other lawful process by someone else involved in the dispute.

Research. We may disclose your medical information to researchers conducting research that has been approved by an Institutional Review Board (IRB). For example for the use of a specific implant would require that your medical information be disclosed in order to meet the IRB requirement.

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Public safety. We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.

Workers' Compensation. We may disclose your health information as necessary to comply with workers' compensation laws. These programs provide benefits for work-related injuries or illness.

#### When Mill Plain Medical Aesthetics May Not Use or Disclose Your Health Information

Except as described in this Notice of Privacy Practices, Mill Plain Medical Aesthetics will not use or disclose your health information without your written authorization. If you do authorize Mill Plain Medical Aesthetics to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

#### YOUR RIGHTS REGARDING YOUR PROTECTED HEALTH INFORMATION

Right to Request Restrictions. You have the right to request restrictions or limitations on certain uses and disclosures of your medical information. Mill Plain Medical Aesthetics is not required to agree to the restriction that you requested. If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.

Right to Inspect. You have the right to inspect and copy your medical information. To inspect and copy your medical information, you must submit your request in writing to the Privacy Officer. If you request a copy of the information, we may charge you a fee for the costs of copying and mailing. The Practice will act on your request within 30-60 days.

Right to Amend. If you feel that medical information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as the information is kept by or for Mill Plain Medical Aesthetics.

To request an amendment, your request must be in writing and submitted to the Privacy Officer. In addition, you must provide a reason that supports your request. The Practice will act on your request within 30-60 days.

Right to an Accounting of Disclosures. You have a right to receive an accounting of disclosures of your medical information made by Mill Plain Medical Aesthetics except Mill Plain Medical Aesthetics does not have to account for the disclosures described relating to treatment, payment, health care operations, information provided to you, and certain government functions as listed in this Notice of Privacy Practices. The Practice will respond to your request within 30-60 days.

Right to a Paper Copy of This Notice. You have a right to a paper copy of this Notice of Privacy Practices. You may obtain a copy of this notice by contacting our office at 203 456-3906.

Right to Revise Privacy Practices Mill Plain Medical Aesthetics reserves the right to amend this Notice of Privacy Practices at any time in the future, and to make new provisions effective for all information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, Mill Plain Medical Aesthetics is required by law to comply with this notice. We will post a copy of the current Notice in the office. The effective date of a revised Notice will be noted on its first page. In addition, each time you visit Mill Plain Medical Aesthetics for health care services or treatment, you may request a copy of the current Notice in effect.

Requests to Inspect Your Medical Information. As permitted by law, we require that requests to inspect or copy your medical information be submitted in writing. You may obtain a form to request access to your records by contacting our Privacy Officer at 203 456-3906.

Complaints. If you believe your privacy rights have been violated, you should direct the matter to our attention by sending a letter describing the cause of your concern. If you would like to submit a comment or complaint about our privacy practices, you may do so by sending a letter outlining your concerns. You will not be penalized or otherwise retaliated against for filing a complaint.

Contact Person. You may contact our Privacy Officer regarding our duties and your rights under the privacy regulations. The Privacy Officer can provide information regarding this Notice by request. 203 456-3906