

Creedmoor Centre Endocrinology Notice of Privacy Practices

This notice describes how the medical information about you or your child may be used and disclosed. The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information in any form are kept confidential. As required by HIPAA, we have summarized how we intend to maintain the privacy of your or your child's personal health information (PHI).

We may use and disclose your or your child's medical records for the following purposes: Treatment, Payment and Health Care Operations. Treatment may require that your or your child's information be disclosed to other health professionals that are involved in your or your child's care such as specialists to whom you or your child have been referred. Payment includes such activities as submitting claims to your insurance company for reimbursement, confirming eligibility or utilization review. Health Care Operations include the business aspects of running our practice such as internal quality review, auditing functions or cost management analysis.

We may also contact you by phone, voicemail, email or U.S. Mail to provide you with appointment reminders or information regarding your or your child's treatment.

Any other use and disclosure of your or your child's health information will be made only with your written authorization unless already authorized by law.

You have the following rights with respect to your or your child's protected health information (PHI):

- The right to reasonable requests to receive confidential communications of your or your child's PHI.
- The right to inspect and copy your or your child's PHI.
- The right to receive an accounting of disclosures of your or your child's PHI.
- The right to request an amendment of your or your child's PHI.

We may use and disclose your or your child's medical records via electronic transmission with other privacy-protected entities for purposes including but not limited to billing, and sending and receiving lab reports.

- The following uses will be made only with individual authorization:
 - Uses and disclosures for marketing purposes
 - Uses and disclosures constituting sale of PH
 - Other uses not described in this notice.



You are entitled to a notice in the event of a breach of these privacy practices.

You have the right to restrict disclosures of protected health information to health plans if you have paid for services out of pocket in full.

Health plans (with exception of long-term care plans) must include in their notice.

This NOTICE OF PRIVACY PRACTICES is effective Sept 1, 2013 and will remain in effect unless changed by law. We are required to abide by its terms. If you feel your privacy protections have been violated, you have the right to file a formal, written complaint and forward it to the attention of the Privacy Officer Amy Burt at our clinic location 8340 Bandford Way Suite 001 Raleigh, NC 27615 or email at amyb@ccendocrinology.com.

Thank you for taking the time to read over the NOTICE OF PRIVACY PRACTICES of Creedmoor Centre Endocrinology.