



## Acknowledgement of Receipt of Notice of Privacy Practices

**Patient Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The undersigned hereby acknowledges that a copy of the Notice of Privacy Practices has been provided to them by Creedmoor Centre Endocrinology, PA.

I authorize Creedmoor Endocrinology's staff to leave medical, appointment and/or account information pertaining to my care by the following methods. This authorization expires one year from the date signed. **I will assume the responsibility to notify them of any changes in this information.**

If we are unable to reach you, are there any relatives or friends with whom you authorize our office to discuss your health information? Please list name(s), relationship(s), and their phone number(s) below:

Name	Relationship	Phone Number
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Name	Relationship	Phone Number
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Name	Relationship	Phone Number
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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### List of Providers for Medical Release of Information

I, (Patient or Legal Guardian) \_\_\_\_\_ hereby authorize:

Creedmoor Centre Endocrinology, PA  
 8340 Bandford Way Ste. 001  
 Raleigh, NC 27615  
 Phone: 919-845-3332 Fax: 919-845-3395

To release and forward my medical records, including machine readable medical and demographic data to the following providers:

First & Last Name Provider	Medical Specialty	Practice Name	Office Phone and Fax #
	<b>General Pactioner or Primary Care Doctor</b>		



CREEDMOOR CENTRE  
ENDOCRINOLOGY  
WHERE IT ALL COMES TOGETHER

8340 Bandford Way Suite 001

Raleigh, NC 27615

www.ccendocrinology.com | 919 845.3332

***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.***

### **Your Rights: When it comes to your health information, you have certain rights.**

#### **Get an electronic or paper copy of your medical record.**

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 15 days of your request. We may charge a reasonable, cost-based fee.

#### **Ask us to correct your medical record.**

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

#### **Request confidential communications.**

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

#### **Ask us to limit what we use or share.**

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

#### **Get a list of those with whom we’ve shared information.**

- You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

#### **Get a copy of this privacy notice.**

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

#### **Choose someone to act for you.**

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

### **Your Choices: For certain health information, you can tell us your choices about what we share.**

#### **In these cases, you have both the right and choice to tell us to:**

- Share information with your family, close friends, or others involved in your care.
- Share information in a disaster relief situation.
- Include your information in a hospital directory.

*If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*

#### **In these cases we never share your information unless you give us written permission:**

- Marketing purposes.
- Sale of your information.
- Most sharing of psychotherapy notes.

#### **In the case of fundraising:**

- We may contact you for fundraising efforts, but you can tell us not to contact you again.

### **Our Uses and Disclosures: We typically use or share your health information in the following ways.**

#### **Treat you:**

- We can use your health information and share it with other professionals who are treating you.

### **Run our organization:**

- We can use and share your health information to run our practice, improve your care, and contact you when necessary.

### **Bill for your services:**

- We can use and share your health information to bill and get payment from health plans or other entities.

### **Help with public health and safety issues:**

- We can share health information about you for certain situations such as:
  - Preventing disease.
  - Helping with product recalls.
  - Reporting adverse reactions to medications.
  - Reporting suspected abuse, neglect, or domestic violence.
  - Preventing or reducing a serious threat to anyone's health or safety.

For more information see: [hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](https://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

### **Do research:**

- We can use or share your information for health research.

### **Comply with the law:**

- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.

### **Respond to organ and tissue donation requests:**

- We can share health information about you with organ procurement organizations.

### **Work with a medical examiner or funeral director:**

- We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

### **Address workers' compensation, law enforcement, and other government requests:**

- We can use or share health information about you:
  - For workers' compensation claims.
  - For law enforcement purposes or with a law enforcement official.
  - With health oversight agencies for activities authorized by law.
  - For special government functions such as military, national security, and presidential protective services.

### **Respond to lawsuits and legal actions:**

- We can share health information about you in response to a court or administrative order, or in response to a subpoena.

### **Help train health care workers:**

- We can use and share your health information to help us train health care professionals such as medical and nursing students, residents and fellows.

For more information see: [hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](https://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

### **Our Responsibilities.**

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- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.

- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

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This Notice of Privacy Practices explains how Creedmoor Centre Endocrinology, PA, its employees, medical staff, volunteers, students and trainees may use and provide your Protected Health Information (PHI) to others and describes your rights to access and control your PHI. Creedmoor Centre Endocrinology complies with applicable federal and state laws and does not discriminate on the basis of race, color, sex, age, religion, national origin or disability.

### **Changes to the Terms of this Notice**

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our facilities, and on our web site.

### **File a complaint if you feel your rights are violated:**

- You can complain if you feel we have violated your rights by contacting us using the information below.
- You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Avenue, S.W., Washington, D.C. 20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints/](https://www.hhs.gov/ocr/privacy/hipaa/complaints/)
- We will not retaliate against you for filing a complaint. Privacy Officer P: (919) 845-3332 | 8340 Bandford Way, Suite 001, Raleigh, NC 27615 |