



Memphis Nephrology Associates

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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.

WHO WILL FOLLOW THIS NOTICE:

This notice describes Memphis Nephrology Associates practices and that of:

- Any health care professional authorized to enter information into your medical chart located within Memphis Nephrology Associates as to the information they enter into our records.
- All employees, staff and other personnel of Memphis Nephrology Associates.

All these entities, sites and locations follow the terms of this notice. In addition, these entities, sites and locations may share medical information with each other for treatment, payment, or health care operations purposes described in this notice.

HOW WE WILL USE OR DISCLOSE YOUR HEALTH INFORMATION:

- Memphis Nephrology Associates will only use and disclose your private health information in accordance with applicable state or federal law. The Health Insurance Portability and Accountability Act, "HIPAA", creates additional rights and responsibilities for patients and health care providers. Other uses and disclosures will be made only with the individual's written authorization and the individual may revoke such authorization.
- Memphis Nephrology Associates may contact the patient to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the patient, i.e., clinical research trials.

Patient Rights:

The federal government has granted patients several new rights under the privacy regulation. Patients have the right to receive, inspect, amend and request restrictions on certain uses and disclosures of private health information (PHI). Memphis Nephrology Associates is not required to agree with a request and may deny a patient's access to PHI under certain circumstances. Any restriction must be documented and retained for six years.

OUR PLEDGE REGARDING MEDICAL INFORMATION:

We understand that medical information about you and your health is personal. We are committed to protecting the confidentiality of your medical information. We create a record of the care and services you receive at Memphis Nephrology Associates. We need this record to provide you with quality care and to comply with various legal requirements. We are required to abide by the terms of the notice currently in effect. This notice applies to any hospital or other health care personnel records of your care or created by or stored at Memphis Nephrology Associates, whether made by Memphis Nephrology Associates personnel or your personal doctor. Your personal doctor may have different policies or notices regarding the doctor's use and disclosure of your medical information created in the doctor's office or clinic.

Changes to our Privacy Practices:

We reserve the right to make changes to our privacy practices as described in this notice. This includes our practices as to information about you that we have already received as well as information we received after the date of the change.

If you believe that your privacy rights have been violated, you may file a complaint with us. These complaints must be filed in writing on a form provided by our practice. The complaint form may be obtained from our Primary Office, and when completed should be returned to the Primary Office, You may file a complaint with the Secretary of the Federal Department of Health and Human Services. There will be no retaliation for filing a complaint.

I acknowledge receipt of Memphis Nephrology Associates Notice of Privacy Practices.

Patient's Signature Date

Patient's Name (please print)

Please list those family members with whom we may discuss your medical condition:

_____, _____, _____, _____