

Notice Of Privacy Practices - HIPAA Privacy Statement

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

Gregg L. Small, M.D. and staff respect your privacy and are legally responsible for maintaining your medical information. We are committed to keeping all information received or created confidential.

We want you to have a clear understanding of how we use and safeguard information about you. This Notice of Privacy Practices describes how we may use and disclose your protected health information in order to carry out services and for other purposes permitted or required by law. It also describes your rights to access and control your information.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of the legal duties and privacy practices with respect to your protected health information.

Health information means any information, whether oral or recorded in any form, that is created or received by Gregg L. Small, M.D. and staff, relates to the past, present or future physical, mental health or condition of an individual, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual.

How Your Protected Health Information May Be Used or Disclosed

Our office may use protected health information about you for continuing medical care (Referring doctors), payment (Insurance companies) and regular health care operation purposes. We do not require authorization to use your protected health information for these purposes.

When Legally Necessary

When required by law, we may make disclosures when a law requires that we report information to government agencies or law enforcement personnel about victims of abuse, neglect, domestic violence or to avoid serious threat to health or safety of a person or the public.

We may provide protected health information to a family member, friend or other person that you indicate (By written consent ONLY) is involved in your services or the payment for your services unless you object, in whole or in part.

ALL OTHER USES AND DISCLOSURES REQUIRE YOUR PRIOR WRITTEN AUTHORIZATION. IN ADDITION, ANY *ALCOHOL OR SUBSTANCE ABUSE RECORDS* ARE PROTECTED UNDER FEDERAL REGULATIONS GOVERNING CONFIDENTIALITY. (42CFR Part II) ANY *HIV RECORDS* ARE PROTECTED UNDER PUBLIC HEALTH LAW GOVERNING CONFIDENTIALITY. (Article 27-F)

Your Health Information Rights

- You have the right to inspect and obtain a copy of your health information.
- You have the right to request restrictions on certain uses and disclosures of your health information. We are not required to agree to the requested restriction.

- You have a right to request that we amend your health information. An amendment can only be granted if the information requested to be amended is created by Gregg L. Small, M.D. and staff.
- You have a right to receive an accounting of disclosures of your health information. This will not include any dates before April 13, 2003 and cannot be longer than six years from this date.
- You have a right to receive confidential communications of protected health information and the manner in which it is sent to you. Within reason, you have the right to ask that we send information to you at an alternate address (such as requesting that we send information to your work address rather than your home address) or by alternate means (such as by regular mail versus e-mail, if such methods are reasonably available).
- You have a right to a paper copy of this Notice of Privacy Practices. You will be asked to sign an Acknowledgement of Receipt of this Notice.
- You have a right to complain if you believe your privacy rights have been violated or if you are dissatisfied with the services you are receiving. You will not be punished in any way for filing a complaint. (Please refer to our Complaint Form for information regarding internal and/or external complaints.)

Gregg L. Small, M.D. and Staff

I have been provided with a copy of the privacy policy of the staff of Gregg L. Small MD, PA

Name

Date