

# Notice of HIPAA Privacy Practices of Growing Family Birth Center, LLC

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.

## Midwife's Legal Duty

1. To maintain privacy of client's health information.
2. To provide clients written notice about midwife's privacy practices and their rights concerning their health information.
3. To change privacy practices according to applicable law and make new written notices available to clients.

## Uses and Disclosures of Health Information

1. **Treatment.** The midwife may disclose health information to other health care providers providing client treatment.
2. **Payment.** The midwife may use or disclose information to obtain payment for services.
3. **Health-care operations.** The midwife may use or disclose health information in connection with quality assessment and improvement activities, reviewing the competence or qualifications of the midwife and her associates, or conducting training, accreditation, certification, or licensing activities.
4. **Qualitative and quantitative purposes.** Client authorizes Growing Family Birth Center to utilize on-line services, email, mail, and basic demographic information anonymously for strictly quality, conducting training, accreditation, certification, or licensing activities. It will not be used for marketing purposes.
5. **Client authorization.** The client may give the midwife written authorization to use or disclose her health information to anyone for any purpose. Authorization may be revoked, in writing, at any time.
6. **To family and friends.** The midwife will disclose information to family and friends only with the client's written or documented verbal consent.
7. **Persons involved in care.** In the event of emergency or client incapacity, the midwife may use or disclose health information to notify, or assist in notifying, a family member, personal representative, or other person responsible for client's care, of client location and general condition, disclosing only the health information directly relevant to that person's involvement in client's care.
8. **Marketing services.** The midwife will not use client information for marketing operations without the client's written authorization.
8. **Required by law.** The midwife may disclose the client's health information when required to do so by law.
10. **Abused or neglect.** The midwife may disclose the client's health information to appropriate authorities if it reasonably appears the client is a possible victim of abuse or domestic violence, to the extent necessary to avert a threat the client's health or safety.

## Client Rights

1. **Access.** The client has the right to look at or get copies of her health information.
2. **Disclosure accounting.** The client has a right to receive a list of occasions in which the midwife has disclosed her information for purposes other than treatment, payment, or health-care operations for the past six years, but not before April 14, 2003 (the date HIPAA guidelines became effective).
3. **Restriction.** The client has the right to request that additional restrictions be placed on the use and disclosure of her health-care information. The midwife is not required to abide by these but may agree to do so (except in emergency).
4. **Alternative communication.** The client has a right to request that the midwife communicate with her by alternative means or at alternative locations, as necessary to maintain confidentiality (request must be in writing).
5. **Amendment.** The client has the right to request that the midwife amend her health information (request must be in writing, and must explain why the information should be amended). Under certain circumstances, the midwife may deny this request.
6. **Questions.** The client may contact the midwife for information about privacy practices at any time.
7. **Complaints.** If the client has complaints about the midwife's use or disclosure of her health information, or the midwife's response to her request to amend health information or communicate with her by alternative means or at alternative locations, she may complain to the midwife and to the U.S. Department of Health and Human Services.

