

## **HIPPA Policy**

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.

Keeping with HIPPA (Health Insurance Portability Accountability Act) regulations, we are providing you with a copy of our privacy policy. HIPPA requires all health care providers offer their patients with a written privacy policy regarding their health records under their control. You may request a copy of our policy at any time.

The information contained in your personal health records will only be provided to other health care professionals upon doctor's referral or the patient's signed consent. Other health care professionals are also obligated to maintain privacy with regards to your personal medical records. Requests for your records will only be provided if there is an authorized signature from the patient for which the records pertain, and must outline the specific information requested, the date of the request, and the entity to which the records are sent. Faxed requests will not be accepted, except when requested directly by the patient. Authorizations for release for personal health records may be revoked in writing at any time. You have the right to request and receive any information contained within your personal health records. If you want more information about our privacy policies or have questions or concerns, please contact us. If you feel that our clinic has not provided adequate privacy regarding your medical records we ask that you notify the office Privacy Officer: Bethany Robinson. If you then feel that appropriate actions were not taken in response to your concerns, to assure your privacy rights, you may submit a written complaint to the Department of Health and Human Services.

Please sign below acknowledging that you have read and understand our policy on maintaining and sharing medical records.