**NOTICE OF PRIVACY PRACTICE**

**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.**

Uses and Disclosure of your Health Information.

* Treatment- We may use your health care information to provide you with medical treatment/services and for treatment activities of other health care providers.
* Payment- We may use your health information for payment activities including but not limited to determining plan coverage, billing/collection and assisting another health care provider with payment activities. We may release health information about you to a family member or legal guardian who is involved in paying for your medical care.
* Operations- We may use your health information for operations-uses necessary to run our training or arranging for legal services.
* Appointment reminders- We may use or disclose health information to remind you of your appointments for medical services.

Uses and Disclosures of Health Information required/permitted by law:

* Required by Law/Law Enforcement- We may disclose your health information if required by federal, state, or local law, such as workers’ compensation, and if requested by law enforcement officials for purposes such as responding to a court order or warrant or obtaining information about a victim of a crime.
* Public Health and Safety- We may disclose your health information to prevent a serious threat to the health and safety of you, others, or the public and for public health activities , such as those intended to prevent or control.
* Food and Drug administration (FDA) and Health Oversight Agencies- We may disclose health information relative to adverse events with respect to food, supplements and products.
* Lawsuits/Disputes- We may disclose your health information if under court/administrative order, subpoena or discovery request after attempting to inform you of the request.
* Coroners, Medical Examiners and Funeral Directors- We may release your health information so they can carry out their duties.
* National Security/Intelligence Activities and Protective service- We may release your health information to authorized agencies for national security purposes.
* Inmates- We may disclose your health information to a correctional institute so they may protect the health and safety of you and others.

Your rights regarding your Health Information:

* Right to inspect and copy- You have the right to inspect and get a copy of health information used in decisions about your care.
* Right to amend- You have the right to request your information be amended if you feel the information is inaccurate or incomplete. You must provide a reason in support of your amendment request.
* Right to accounting of disclosures- You have the right to request a free list of disclosures every 12 months. The list will not include disclosures to third party payers.
* Right to request restrictions- You have the right to request a restriction or limitation on your health information
* Right to request confidential contacts.
* Right to paper copy of this notice

Policies surrounding possible breaches of your protected health information

* Your protected health information (PHI) will not be used for fundraising or marketing
* In certain instances, you have the right to restrict disclosures to your health plan
* Your PHI will not be used for fundraising purposes