

**NOTICE: PATIENT PRIVACY****THIS NOTICE DESCRIBES HOW CLINICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.**

If you have any questions about this notice, please contact the Office Manager of our office at 503-585-7454.

- 1) **WHO WILL FOLLOW THIS NOTICE:** This notice describes the information privacy practices followed by our employees, staff and other office personnel.
- 2) **YOUR HEALTH INFORMATION:** This notice applies to the information and records we have about your health, health status, and the health care and services you receive at this office. We are required by law to give you this notice. It will tell you about the ways in which we may use and disclose health information about you and describes your rights and our obligations regarding the use and disclosure of that information.
- 3) **HOW WE MAY USE AND DISCLOSE HEALTH INFORMATION ABOUT YOU:** We may use and disclose health information for the following purposes:
  - \* **For Treatment**--We may use health information about you to provide you with clinical treatment or services.
  - \* **For payment**--We may use and disclose health information about you so that the treatment and services you receive at this office may be billed to and payment may be collected from you, an insurance company or a third party.
  - \* **For Health Care Operations**--We may use and disclose health information about you in order to run the office and make sure that you and our other patients receive quality care.
  - \* **Appointment Reminders**--We may contact you as a reminder that you have an appointment for treatment or clinical care at the office.
  - \* **Treatment Alternatives**--We may tell you about or recommend possible treatment options or alternatives that may be of interest to you.
  - \* **Health-Related Products and Services**--We may tell you about health-related products or services that may be of interest to you.
    - \* Please notify us if you do not wish to receive communications about treatment alternatives or health-related products and services. If you advise us **in writing** (at the address listed at the top of this Notice) that you do not wish to receive such communications, we will not use or disclose your information for these purposes.
- 4) **SPECIAL SITUATIONS:** We may use or disclose health information about you for the following purposes, subject to all applicable legal requirements and limitations:
  - \* **To Avert a Serious Threat to Health or Safety**--We may use and disclose health information about you when necessary to prevent a serious threat to your health and safety or the health and safety of the public or another person.
  - \* **Required By Law**--We will disclose health information about you when required to do so by federal, state or local law.
  - \* **Research**--We may use and disclose health information about you for research projects that are subject to a special approval process. We will ask you for your permission if the researcher will have access to your name, address or other information that reveals who you are, or will be involved in your care at the office.
  - \* **Military, Veterans, National Security and Intelligence**--If you are or were a member of the armed forces, or part of the national security or intelligence communities, we may be required by military command or other government authorities to release health information about you.
  - \* **Workers' Compensation**--We may release health information about you for workers' compensation or similar programs.
  - \* **Public Health Risks**--We may disclose health information about you for public health reasons in order to prevent or control disease, injury or disability; or report births, deaths, suspected abuse or neglect, non-accidental physical injuries, reactions to medications or problems with products.
  - \* **Health Oversight Activities**--We may disclose health information to a health oversight agency for audits, investigations, inspections, or licensing purposes.
  - \* **Lawsuits and Disputes**--If you are involved in a lawsuit or a dispute, we may disclose health information about you in response to a court or administrative order. Subject to all applicable legal requirements, we may also disclose health information about you in response to a subpoena.
  - \* **Law Enforcement**--We may release health information if asked to do so by a law enforcement official in response to a court order, subpoena, warrant, summons or similar process, subject to all applicable legal requirements.
  - \* **Information Not Personally Identifiable**--We may use or disclose health information about you in a way that does not personally identify you or reveal who you are.
  - \* **Family and Friends**--We may disclose health information about you to your family members or friends if we obtain your verbal agreement to do so or if we give you an opportunity to object to such a disclosure and you do not raise an objection. We may also disclose health information to your family or friends if we can infer from the circumstances, based on our professional judgment that you would not object.

In situations where you are not capable of giving consent (because you are not present or due to your incapacity or medical emergency), we may, using our professional judgment, determine that a disclosure to your family member or friend is in your best interest.

**Patient Copy—Do not Return to Office**

5) **OTHER USES AND DISCLOSURES OF HEALTH INFORMATION:** We will not use or disclose your health information for any purpose other than those identified in the previous sections without your specific, written *Authorization*. If you give us *Authorization* to use or disclose health information about you, you may revoke that *Authorization*, **in writing**, at any time. If you revoke your *Authorization*, we will no longer use or disclose information about you for the reasons covered by your written *Authorization*, but we cannot take back any uses or disclosures already made with your permission.

In some instances, we may need specific, written authorization from you in order to disclose certain types of specially-protected information such as HIV, substance abuse, mental health, and genetic testing information.

6) **YOUR RIGHTS REGARDING HEALTH INFORMATION ABOUT YOU:** You have the following rights regarding health information we maintain about you:

- \* **Right to Inspect and Copy**--You have the right to inspect and copy your health information, such as clinical and billing records, that we keep and use to make decisions about your care. You must submit a written request to the **Office Manager**, in order to inspect and/or copy records of your health information. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other associated supplies.
  - \* We may deny your request to inspect and/or copy in certain limited circumstances. If you are denied copies of or access to health information that we keep about you, you may ask that our denial be reviewed.
- \* **Right to Amend**--If you believe health information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment as long as the information is kept by this office.
  - \* To request an amendment, complete and submit a **CLINICAL RECORD AMENDMENT/ CORRECTION FORM** to the **Office Manager**.
  - \* We may deny your request for an amendment if your request is not **in writing** or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:
    - i) We did not create, unless the person or entity that created the information is no longer available to make the amendment.
    - ii) Is not part of the health information that we keep.
    - iii) Is accurate and complete.
- \* **Right to an Accounting of Disclosures**--You have the right to request an "accounting of disclosures." This is a list of the disclosures we made of clinical information about you for purposes other than treatment, payment, health care operations, and a limited number of special circumstances involving national security, correctional institutions and law enforcement.
  - \* To obtain this list, you must submit your request **in writing** to the **Office Manager**. It must state a time period, which may not be longer than six years and may not include dates before April 1, 2003. The first list you request within a 12-month period will be free. For additional lists, we may charge you for the costs of providing the list.
- \* **Right to Request Restrictions**--You have the right to request a restriction or limitation on the health information we use or disclose about you for treatment, payment or health care operations. You also have the right to request a limit on the health information we disclose about you to someone who is involved in your care or the payment for it, like a family member or friend.
  - \* ***We are not required to agree to your request.*** If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment.
  - \* To request restrictions, you may complete and submit the **REQUEST FOR RESTRICTION ON USE/DISCLOSURE OF CLINICAL INFORMATION** to the **Office Manager**.
- \* **Right to Request Confidential Communications**--You have the right to request that we communicate with you about clinical matters in a certain way or at a certain location. For example, you can ask that we only contact you at work or by mail.
  - \* To request confidential communications, you may complete and submit the **REQUEST FOR RESTRICTION ON USE/DISCLOSURE OF CLINICAL INFORMATION AND/OR CONFIDENTIAL COMMUNICATION** to the **Office Manager**. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.
- \* **Right to a Paper Copy of This Notice**--You have the right to a paper copy of this notice. You may ask us to give you a copy of this notice at any time. To obtain such a copy, contact the **Office Manager**.

7) **CHANGES TO THIS NOTICE:** We reserve the right to change this notice, and to make the revised or changed notice effective for clinical information we already have about you as well as any information we receive in the future. We will post a summary of the current notice in the office with its effective date in the top right hand corner. You are entitled to a copy of the notice currently in effect.

8) **COMPLAINTS:** If you believe your privacy rights have been violated, you may file a complaint with our office or with the Secretary of the Department of Health and Human Services. To file a complaint with our office, contact the **Office Manager, 503-585-7454**. *You will not be penalized for filing a complaint.*

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