



---

## HIPAA Privacy Statement

### NOTICE OF PRIVACY PRACTICES

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.

### HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU.

The following categories describe different ways that we use and disclose medical information. For each category of uses or disclosures, we will elaborate on the meaning and provide more specific examples; if you request. Not every use or disclosure in a category will be listed. However, all of the ways we are permitted to use and disclose information will fall within one of the categories.

### FOR PAYMENT

We may use and disclose medical information about you so that the treatment and or services you receive at this practice may be billed to and payment may be collected from you, an insurance company or third party. For example: we may disclose your record to an insurance company so that we can be paid for treating you.

### FOR TREATMENT

We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, medical students and other personnel who are involved in taking care of you at this practice.

### FOR HEALTH CARE OPERATIONS

We may disclose medical information about you for health care operations. These uses and disclosures are necessary to run the practice and ensure all of our patients receive quality care. We may also disclose information to doctors, nurses, technicians, medical students and other practice personnel for review and learning purposes. For example: we may review your record to assist our quality improvement efforts.

### WHO WILL FOLLOW THIS NOTICE

This notice describes our practice's policies and procedures and that of any healthcare professional authorized to enter information into your medical chart, any member of a volunteer group which we allow to help you, as well as all employees, staff and other practice personnel.

### POLICY REGARDING THE PROTECTION OF PERSONAL INFORMATION

We create a record of the care and services you receive at the practice. We need this record in order to provide you with quality care and to comply with certain legal requirements. This notice applies to all of your care generated by the practice, whether made by practice personnel or by your personal doctor. The law requires us to make sure medical information that identifies you is kept private, give you this notice of legal duties and privacy practices with respect to medical information about you and to follow the terms of the notice that is currently in effect. Other uses and disclosures could include disclosures to clinical research, public health risks, worker's compensation and other health related services.



3100 17<sup>th</sup> Street • St. Cloud, FL 34769  
PH 407-892-0009 • 407-892-3285 FX

---

#### **RIGHT TO AMEND, INSPECT AND COPY**

You have the right to inspect, amend and copy medical information that may be used to make decisions about your care. We may deny your request in certain very limited circumstances and we have the right to charge a reasonable fee for our time to allow you to inspect and make copies. Our practice also reserves the right to request a 48 hour notice on all requests for medical records for operational purposes.

#### **RIGHT TO REQUEST CONFIDENTIAL COMMUNICATIONS**

You have the right to request that we communicate with you about medical matters in a certain way. You must make your request in writing and you must specify how or where you wish to be contacted.

#### **CHANGES TO THIS NOTICE**

We reserve the right to change this notice. We will post a copy of the current notice in the practice's waiting room.

#### **RIGHT TO A PAPER COPY OF THIS NOTICE**

You have the right to a paper copy of this notice, and you may ask for a copy at any time.

#### **COMPLAINTS**

If you believe your privacy rights have been violated, you may file a complaint with the practice. All complaints must be submitted in writing. You will not be penalized for filing a complaint!