



## **Notice of Privacy Practices**

We use your health information for treatment, to obtain payment for your treatment from insurance, for administrative purposes, and to ensure you receive the best possible care. In most cases, we will obtain your written authorization before disclosing your health information. In some cases, we may disclose your health information without obtaining authorization. Due to certain requirements we are required to release your health information for public health purposes, auditing purposes, research studies, and in case of an emergency. If you do sign an authorization to disclose information, you can revoke that authorization at any time. We may change our policies at any time. Before we make any significant changes in our policies, we will post the new notice in the waiting room. You are able to request a copy of our policies at any time.

## **Individual Rights**

In most cases, you have the right to obtain a copy of your health information upon request. In some instances, there may be a fee of \$0.75 per page required by our office to obtain these records. You also have the right to obtain a list of instances where we have disclosed your health information for reasons other than treatment, payment from insurance, or health operations. If you believe that there is information in your chart that is incorrect or if there is information missing, you have the right to request that this information be corrected. We may contact you to provide appointment reminders, information about treatment, services, products, or other health care providers. You may request communication of your health information by alternative means or at an alternative location.

## **Complaints**

If you are concerned that we have violated your privacy right, or if you disagree with a decision we made about access to your records, you may contact our office administration. You may also send a written complaint to the U.S. Department of Health and Human Services. There will not be retaliation for filing a complaint.