

NOTICE OF PRIVACY PRACTICES

This notice describes how health/medical information about you may be used and disclosed and how you can get access to this information. If you would like to know more, please ask one of the Front Desk staff to give you the entire document to read.

Our Obligations

Partridge Family Physicians, P.C. is required by law to protect the privacy of its health information and to advise you of your legal rights as to how we maintain any and all records pertaining to the care and services you receive here. We are obligated to advise you of our notice of privacy practices and have legal obligations with respect to your medical information at your request and maintain all health information concerning your care according to the privacy requirements of the law.

How We May Use or Disclose Your Private Health Information

We may use health information which concerns you for treatment, payment and health care operations.

Your Health Information Rights

You have the right to request, in writing, restrictions on certain uses of your health information and an accounting of the disclosures. The first list which you request within a 12-month period will be free, but you may be charged a nominal fee for any subsequent requests.

You have the right to inspect and copy your health information that may be used to make decisions about your care. You have the right to request, in writing, that your health information be amended if you believe the information is *inaccurate* or *incomplete*. Partridge Family Physicians, P.C. has the right to deny your request.

You have the right to request, in writing, restrictions to the disclosures of your health information.

You may request, in writing, a copy of the entire **Notice of Privacy Practices** document and all future revisions of this policy.

You have the right to place a complaint, in writing, to Partridge Family Physicians, P.C. and to the Secretary of the Department of Health and Human Services if you believe your privacy rights have not been honored. We also advise you that the law prohibits retaliation against any individual who has filed a complaint.

Other Uses of Medical Information

Other uses and disclosures of your health information will be made only with your written permission through a written authorization. If you provide us permission to use or disclose medical information, you may revoke that permission in writing at any time.