

Notice of Privacy Practices

YOUR RIGHTS UNDER THE FEDERAL PRIVACY STANDARD

Although your health records are the physical property of the health care provider who completed it, you have the following rights with regard to the information contained therein:

- Request restriction on uses and disclosures of your health information for treatment, payment, and health care operations. The right to request restriction does not extend to uses or disclosures permitted or required under the following sections of the federal privacy regulations: 164.510(a) (for facility disclosures, but note that you have the right to object to such uses), or 164.512 (uses and disclosures not requiring consent or an authorization). The latter uses and disclosures include, for example, those required by law, such as mandatory communicable disease reporting.
- Obtain a copy of this Notice of Privacy Practices.
- Inspect and copy your health information upon request. You do not have a right of access to the following: Psychotherapy notes; Information compiled in a reasonable anticipation of or for use in civil, criminal, or administrative actions or proceedings and; Information that was obtained from someone other than a health care provider under a promise of confidentiality.
- Request amendment/correction of your health information.
- Request your PHI be provided in electronic format, or be transferred to you electronically, via email. We will try to accommodate such requests to the best of our abilities. If we cannot, we will inform you accordingly.
- Request a specific way of communication when releasing your PHI, e.g. fax, mail, email, etc.
- Be notified immediately once a breach of PHI occurs, or is detected by any Clinic representative, and inform you what measures we are talking to mitigate the harm, if any.
- Restrict certain disclosures of PHI to a health plan if you pay out of pocket in full for the healthcare item or service, and the PHI requested is directly related to that item or service.

OUR RESPONSIBILITIES UNDER THE FEDERAL PRIVACY STANDARD

We will not use or disclose your health information without your consent or authorization, except as described in this notice, or otherwise required by law. We will maintain the privacy and confidentiality of your personal information, following strict security protocols.

EXAMPLES OF DISCLOSURES FOR TREATMENT, PAYMENT, AND HEALTH OPERATIONS

Although your health records are the physical property of the health care provider who completed it, you have the following rights with regard to the information contained therein:

- We will use your health information for treatment.
- We will also provide your physician, other health care professionals, or subsequent health care provider copies of your records to assist them in treating you once we are no longer treating you.
- We will use your health information for payment.
- We will use your health information for healthcare operations.
- Business associates: We provide some services through contracts with business associates.
- Notification: We may use or disclose information to notify or assist in notifying a family member, a personal representative, or another person responsible for your care, your location, and general condition.
- Communication with family: Unless you object, health professionals, using their best judgment, may disclose to a family member, another relative, a close friend, or any other person that you identify health information relevant to that person's involvement in your care or payment related to your care.
- Research: We may disclose information to researchers when an institutional review board that has reviewed the research proposal and established protocols to ensure the privacy of your health information has approved their research.
- Marketing/continuity of care: You have the right to request not to receive subsequent marketing materials and opt out from getting marketing communications.
- Fundraising: We may contact you as a part of a fundraising effort and may look for some demographic information for fundraising purposes. You have the right to request not to receive subsequent fundraising materials and opt out from getting fundraising communications.
- Food and Drug Administration ("FDA"): We may disclose to the FDA health information relative to adverse effects/events with respect to food, drugs, supplements, product or product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.
- Workers compensation: We may disclose health information to the extent authorized by and to the extent necessary to comply with laws relation to workers compensation or other similar programs established by law.
- Public health: As required by law, we may disclose your health information to public health or legal authorities charged with preventing or controlling disease, injury, or disability.
- Law enforcement: We may disclose health information for law enforcement purposes as required by law or in response to a valid subpoena.
- Health oversight agencies and public health authorities.
- The Federal Department of Health and Human Services ("DHHS"): Under the privacy standards, we must disclose your health information to DHHS as necessary to determine our compliance with those standards.
- Educational presentations: We may use information collected in an examination for the purpose of educating our students and practitioners. Adherence to established protocols to ensure the privacy and confidentiality of your health care information will be applied.

HOW TO GET MORE INFORMATION OR TO REPORT A PROBLEM

Additional Information or complaints about how the Clinic(s) has handled your health care information should be directed to the Director of Healthcare Policy Compliance, by calling his office at 714.463.7534.

If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to:
DHHS, Office of Civil Rights, 200 Independence Avenue, S.W., Room 590F HHH Building, Washington, DC 20201