

“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.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This act gives you, the patient, significant new rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose your medical records only for each of the following purposes: treatment, payment and health care operations.

- Treatment: means providing, coordination or managing health care and related services by one or more health care providers. *An example of this* would include a physical examination by a primary care physician.
- Payment: means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. *An example of this* would be sending a bill for your visit to your health insurance company for payment.
- Health care operations: include the business aspects of running our practice, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. *An example of this* would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.



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