

**NOTICE OF PRIVACY POLICIES AND PRACTICES
FOR
KANTHI RAJU, D.O., P.A.**

Dr. Raju is committed to treating and using protected health information about you responsibly. Each time you visit Dr. Raju, a record of your visit is made. Typically, this record contains information about your visit including your examination, diagnosis, test results, treatment, and other pertinent healthcare data. This information, referred to as your health or medical record serves as a basis for: planning your care and treatment; means of communication with other health care professionals involved in your care; legal document outlining and describing the care you received; a tool that you or another payor will use to verify that services billed were actually provided; an educational tool for medical health providers; a source of medical research; a source for public health officials who might use this information to assess and/or improve state and/or national healthcare standards; a source of data for planning and/or marketing; and, a tool that we can reference to ensure the highest quality of care and patient satisfaction.

You have certain rights under federal privacy standards: right to request restriction on use and disclosure of your protected health information; right to receive confidential communications concerning your medical condition and treatment; right to inspect and copy your protected health information; right to amend or submit corrections to your health information; right to receive an accounting of how and to whom your protected health information has been disclosed; and the right to receive a printed copy of this notice. Our responsibilities are to: maintain the privacy of your health information; provide you with this notice as our legal duties and privacy practices with respect to information we collect and maintain about you; notify you if we are unable to agree to a requested restriction; accommodate reasonable requests you have regarding communication of health information via alternative means and/or locations. As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes may be required by changes in federal and state laws and regulations. The revised policies and practices will be applied to all protected health information that we maintain. We will not use or disclose your health information without your authorization, except as described in this notice. We will also discontinue using or disclosing your health information after we have received a written revocation of the authorization according procedures included in the authorization.

Your health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment. Your health plan may request and receive information on dates of service, the services provided, and the medical condition being treated in order to pay for the service rendered to you. Your health information may be used as necessary to support the day-to-day activities and management of Kanthi Raju, D.O., P.A. In some instances, we have contracted separate entities such as billing services, collections agencies, answering services, and/or computer software/hardware providers, to provide services for us. These associates require your health information in order to accomplish the tasks that we ask them to provide. Due to the nature of our field, we will use the best judgment when disclosing health information to a relative or any other person that is involved in your care or that you have authorized to receive this information. We may use your information for the purpose of research, teaching, and/or training. Federal law requires us to release your information to an appropriate health oversight agency, public health authority or attorney, or other federal/state appointee if there are circumstances that require us to do so. Your health information may be disclosed to public health agencies as required by law. Your health information may be disclosed to law enforcement agencies, without your permission, to support government audits and inspections, to facilitate law enforcement investigation, and to comply with government mandated reporting. Kanthi Raju, D.O., P.A. may use your information to remind you about appointments. Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. Your decision to revoke an authorization will not affect or undo any use or disclosure of information that occurred prior to the notice we receive.

If you have complaints, questions, or would like additional information regarding this notice or the privacy practices of Kanthi Raju, D.O., P.A., please let us know. If you believe that your privacy rights have been violated, please contact Dr. Raju or file a complaint with the Office for Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W., Room 509f, HHH Building, Washington, D.C. 20201. There will be no retaliation for filing a complaint. This notice is effective March 1, 2013, and applies to all protected health information as defined by federal regulations.