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**IN COMPLIANCE WITH THE FEDERAL REGULATIONS OF HEALTH AND INFORMATION PORTABILITY ACCOUNTABILITY ACT (HIPAA), THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN OBTAIN ACCESS TO IT.**

We respect our legal obligation to keep your health information private. We are obligated by law to provide you with notice of our privacy practices. This notice describes how we protect your information and the rights you have concerning your health information.

***YOUR RIGHTS REGARDING YOUR HEALTH INFORMATION***

The law provides you with certain rights regarding your personal health information.

You may ask us to restrict our uses and disclosure for purposes of treatment (except in emergency care), payment, or business operations. This request must be made in writing to Dr. Crim. We do not have to agree with your request, but if we agree, we will honor the restrictions you requested.

You may ask us to communicate with you a confidential manner. Examples may be contacting you by telephone only at your home or using some special email address. We will accommodate these requests if they are reasonable and if you agree to pay any additional cost, if any, incurred in accommodating your request. All such requests must be made in writing and given to Dr. Crim before services are rendered. You have the right to review or get copies of your health information. There are very few limited situations in which we may refuse your access to your health information. All requests to review or copy medical information must be made in writing to Dr. Crim. We will try to respond in a couple of days, by law we have fifteen (15) days to respond to your request. However, in certain situation we may require an additional thirty (30) days.

We reserve the right to change this notice at any time. If we change this notice we will post the change on our website.

## **Treatment, Payment and Business Operations**

The most common reasons we would use or disclose your health information is for treatment, payment, or business operations. We may disclose you information within the office between office personnel on routine basis. We do not need specific permission to use or disclose your medical information in the following matters, although you have the right to request that we not disclose.

Examples of how we might use or disclose health information for treatment purposes:

- Setting up or changing appointments including leaving messages with those at your home or office who may answer the phone or leaving a message on answering machines, voice mails or emails
- Referring you to another doctor for care that may not be provided by this office
- Obtaining copies of health information from doctors you have seen as a patient
- Discussing your case with you directly or with family or friends you have inferred or agreed may listen to you information about your health, diet, and exercise plans
- Sending you emails, postcard or letters or leaving message with those at your home who may answer the phone or on an answering machine or voice mail reminding you it is time for continued care

Examples of how we might use or disclose health information for payment purpose may include:

- Asking about your medical insurance plans or other sources of payment
- Preparing and sending bills to your insurance provider or to you
- Providing any information required by third party payors in order to insure payment for services rendered to you
- Sending notices of payment due on your account to the person designated as the responsible party or head of household on your account with fee explanations that could include procedures performed, diagnostic information, diagnosis, etc.
- Collecting unpaid balance wither ourselves or through a collection agency, attorney, or district attorney's office.

Examples of how we may use or disclose health information for business operations:

- Financial or billing audits
- Internal quality assurance
- Defense of legal matters
- Business planning
- Certain research functions
- Informing you of products or services offered by our office
- Compliance with local, state or federal government agencies request for information