

## HIPAA PRIVACY NOTICE

### Notice of Privacy Practices

Effective Date: 5/1/2023

**This notice describes how medical information about you, known as Protected Health Information (PHI), may be used and disclosed by Lone Star Neurology and how you can access this information. Please review it carefully.**

#### How We May Use and Disclose Your Health Information:

- **Treatment:** We may use and disclose your PHI to provide you with medical treatment, including sharing information with other healthcare providers involved in your care.
- **Payment:** We may use and disclose your PHI to process billing and insurance claims.
- **Healthcare Operations:** We may use and disclose your PHI for internal quality assurance, staff training, and administrative purposes.

#### Disclosures Requiring Your Authorization:

- **Marketing purposes:** We will not use or disclose your PHI for marketing purposes without your written authorization.
- **Sharing with third parties:** We will not share your PHI with any third party not involved in your care without your written authorization, except as permitted by law.

#### Your Privacy Rights:

- **Right to Access:** You have the right to request access to your PHI and receive a copy of your medical records.
- **Right to Amend:** You have the right to request amendments to your PHI if you believe it is inaccurate or incomplete.
- **Right to Restrict Access:** You may request limitations on certain disclosures of your PHI, but we are not required to agree to all restrictions.
- **Right to Confidential Communication:** You have the right to request that we communicate with you in a specific way to protect your privacy.
- **Right to a Paper Copy of this Notice:** You may request a paper copy of this Notice at any time.

**Complaints:** If you believe your privacy rights have been violated, you can file a complaint with Lone Star Neurology by contacting Michael Howe at 325-218-4369. You can also file a complaint with the U.S. Department of Health and Human Services, Office for Civil Rights.