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HIPAA Privacy Policy Act:

This notice describes how your health information may be used and disclosed and how you can access this information. Please review it carefully.

- At ENT & Allergy Specialists of SWFL, PA, we are required to keep your health information secure and confidential, by law. Also by law, we need to give you this notice and to follow the terms of this notice.
- The law permits us to use or disclose your health information to those involved in your treatment. For example, a review of your file by a specialist doctor that we may involve in your care.
- We may use or disclosure health information for payment of your services. For example, we may send a report of your treatment or progress to your insurance company.
- We may use or disclosure health information for normal healthcare operations. For example, one of our staff will enter your treatment information into our computer system.
- We may share your medical information with our business associates such as a billing service. We have a written contract with each business associate that requires them to protect your privacy.
- We may use your health information to contact you. For example, we may send newsletters or other information to you.
- We may also call and remind you about your appointments. If you are not home, we may leave this information on your answering machine or with the person who answers the telephone. In an emergency, we may disclose your health information to a family member or another person responsible for your care.
- We will need to release some or all your help and information, when required by law.
- If this practice is sold, your information become property of the new owner. Except as described above, his practice will not use or disclose your health information without your written prior authorization.
- You may request in writing that we not use or disclose some or all your help and information as described above. We will let you know if we can fill your request.
- You have the right to know of any uses or disclosures we make with how your health information beyond about the above normal uses.
- You have the right to receive communication about your health information in the manner you prefer. We will also use whatever communication method, number system you prefer to contact you.
- You have the right to transfer a copy of your health information to another practice. Notify us in in writing where you would like us to send a copy of your health information for you.
- You have the right to see and receive a copy of your health information, with a few exceptions give us a written request regarding the information you want to see. If you want to copy of your records, we may charge you a reasonable fee for the copies. If you would like additional copy of your records, let us know which type of file you would like and we will try to meet your needs.
- You have the right to request an amendment or change of your health information, in writing. If you wish to include a statement in your file, please give it to us in writing. We may or may not take the changes your request, but will include your statement in your file. If we agreed to an amendment or change, we will not remove nor alter earlier documents, but will add new information.
- You have the right to receive a report of who will we disclose your health information with. If our privacy and security measures are systems or bridge anyway, we will notify you.
- You have the right to receive a copy of this notice. If we change any of the details of this notice, we will notify you of the changes in writing.

You may file a complaint with ENT and Allergy Specialist of SWFL in writing (2401 University Parkway suite 102, Sarasota, FL 34243), online at www.entallergyclinics.com or by email at lori@entallergyclinics.com. You will not be retaliated against for filing a complaint. Please contact our privacy officer, Lori Reho, at 941-355-2767 for more information, to make a request, to file a complaint with us or for assistance regarding your health information policy.