



Notice of Health Information Privacy Practices Summary

Your Medical Record: Each time you visit a hospital or physician, a record is made of your visit. This information, commonly known as a medical record, contains your symptoms, examination and test results, diagnosis, treatment, and a plan for future care. The confidentiality of your medical record is protected under the State-specific and Federal law.

Your Health Information Rights: Your medical record is the physical property of the physician or healthcare facility that compiled it, but the information belongs to you. Therefore, you have rights regarding the use and disclosure of your health information.

Our Responsibilities: Pleasant Valley Primary Care is required by the Federal Privacy Rule to maintain the privacy of your medical record and to provide you with a notice of our legal duties and privacy practices.

Uses and Disclosures for Treatment, Payment and Health Care Operations:

- Pleasant Valley Primary Care (PVPC) will use your health information in order to treat you. We will provide other providers of hospitals with copies of your medical record to assist them in treating you, should that become necessary. We will also use and disclose health information about you to make appointments with you.
- PVPC will use your health information for payment. The information on a bill may include information that identifies you, as well as your diagnosis, procedures and supplies used.
- PVPC will use your health information for regular health operations to assess the quality of your care.
- PVPC will disclose your health information to business associates, such as medical transcription or billing service; so that they can perform the job we have asked them to do.
- PVPC has the authority to run your personal Patient Rx History Report for narcotics and restricted prescription medications through the Department of Health Professions. You will be shown the transcript and be able to discuss it with the provider. This will remain part of your confidential and protected health information.

Disclosure Permitted without Consent: PVPC is required by state and Federal law to disclose health information from our medical record under specific circumstances, including law enforcement, government mandated reporting, and public health reporting.

Uses and Disclosures Specifically Authorized by You: PVPC expects to make other uses and disclosures of your protected health information on the basis of specific written authorization forms signed by you.

To Report a Problem: You have the right, under Federal law, to report a problem or file a complaint about how your personal health information is being handled. You can do this directly with PVPC or to the secretary of Health and Human Services in Washington D.C.

We have prepared this detailed *Notice of Privacy Practices Summary* to help you better understand our policies in regard to your personal health information. The terms of the notice may change with time, and we will always post the current notice at our office and have copies available for you on request.