

Urgent Care of Stuttgart Notice of Privacy Practices

This Notice of Privacy Practices describes how we may use and disclose your protected health information (PHI) and how you can get access to this information. PLEASE REVIEW IT CAREFULLY.

Our Pledge Regarding Your Protected Health Information: The privacy of your PHI is important to us. We understand that your PHI is personal, and we are committed to protecting it. We create a record of the care and services you receive at our clinic, and we need this record to provide you with quality care and to comply with certain legal requirements. This notice will describe the ways we may use and share this information.

Uses and Disclosure of your Protected Health Information (PHI):

Treatment. We may use and disclose PHI about you to provide, coordinate or manage your care or any related services including sharing information with others outside of Urgent Care of Stuttgart that we are consulting with or referring you to.

Payment. We may use and disclose PHI about you so that the treatment and services you receive at our office may be billed and payment may be collected from you, an insurance company or a third party. We may contact the guarantor that you list for billing purposes.

Health Care Operations. We may use and disclose PHI about you for our office operations including notifying you of a breach of your medical information. We may use your PHI to review our treatment and services to evaluate the performance of our staff in caring for you.

Appointment Reminders. We may use and disclose PHI to contact you as a reminder that you have an appointment for treatment or medical care at our office.

Minors: We may disclose the PHI of minor children to their parents or guardians unless such disclosure is otherwise prohibited by law.

State and Other Federal Laws. We will comply with all applicable State and Federal laws.

Individuals Involved in Your Care or Payment for Your Care. Unless you object in writing, we may disclose to a member of your family, a relative, or any person you identify, your PHI that directly relates to that person's involvement in your health care or payment for your health care. If you are unable to agree or object to such a disclosure, we may disclose such information as necessary if we determine that it is in your best interest based on our professional judgment.

Special Purposes When Permitted or Required by Law. We may disclose PHI about you for special purposes when permitted or required by law, including the following:

- To avert a serious threat to health or safety against you, the public or another person.
- For public health and administrative oversight activities such as disease control, abuse or neglect reporting, health and vital statistics, audits, investigations, and licensure reviews.
- To workers' compensation or similar programs for the payment benefits for work-related injuries.
- To comply with court orders, judicial proceedings, or other legal processes related to law enforcement, custody of inmates, legal and administrative actions, and criminal activity.
- For U.S. military and veteran reporting regarding members and veterans of the armed forces of U.S. or foreign military.

Other Uses of PHI That Require an Authorization.

- Marketing—we are prohibited from using or disclosing you PHI for marketing purposes without your authorization
- Selling your PHI
- Disclosure to your health plan if you paid in full for your visit
- Uses not specified in this Notice

Individual Rights: You have certain rights under the federal privacy standards. These include:

- The right to request restrictions on the use and disclosure of you PHI,
- The right to receive confidential communication regarding your medical condition and treatment,
- The right to inspect and copy your PHI
- The right to an accounting of how and to whom your PHI has been disclosed,
- The right to receive a printed copy of this notice

Right to File a Complaint. If you believe your privacy rights have been violated, you may file a complaint with us. You may also file a complaint directly with the Secretary of the Department of Health and Human Services. You will not be penalized in any way for filing a complaint.

Changes to This Notice. We reserve the right to change this Notice. We reserve the right to make the changed Notice effective for PHI we already have as well as for any PHI we create or receive in the future. A copy of our current Notice of Privacy Practices is posted in our office.

This notice was published and becomes effective on August 1, 2018