

# **YOUR MEDICAL PRIVACY INFORMATION**

## **HOW YOUR HEALTH INFORMATION MAY BE USED**

### **TO PROVIDE TREATMENT**

We will use your health information within our office to provide you with the best health care possible. This may include administrative and clinical office procedures designed to optimize scheduling and coordination of care between the office staff. In addition, we may share your health information with referring physicians, clinical and pathology laboratories, pharmacies or other health care personnel providing you treatment.

### **TO OBTAIN PAYMENT**

We may include your health information with an invoice used to collect payment for treatment you receive in our office. We may do this with insurance forms filed for you in the mail or electronically. We will be sure to only work with companies with similar commitment to the security of your information.

### **TO OBTAIN HEALTH CARE OPERATIONS**

Your health information may be used during performance evaluations of our staff. Some of our best teaching opportunities use clinical situations experienced by patients receiving care at our office. As a result, health information may be included in the training programs for students, interns, associates and business and clinical employees. It is possible that the information will be disclosed during audits by insurance companies or government appointed agencies as part of their quality assurance and compliance reviews. Your health information may be reviewed during routine processes of certification, licensing or credentialing activities.

### **IN PATIENT REMINDERS**

Because we believe regular care is very important to your general health, we will remind you of a regular scheduled appointment or that it is time for you to contact us and make an appointment. Additionally, we may contact you to follow up on your care and inform you of treatment options or services that may be of interest to you or your family.

These communications are an important part of our philosophy of partnering with our patients to be sure they receive the best preventative and curative care modern medicine can provide. They may include postcards, letters, telephone or electronic reminders.

### **ABUSE AND NEGLECT**

We will notify government authorities if we believe a patient is the victim of abuse, neglect or domestic violence. We will make this disclosure only when we are compelled by our ethical judgment when we believe we are specifically required or authorized by law or with patient agreement.

### **PUBLIC HEALTH AND NATIONAL SECURITY**

We may be required to disclose to Federal officials or military authorities health information necessary to complete an investigation related to public health or national security. Health information could lead to the control or prevention of an epidemic or the understanding of new side effects of a drug treatment or medical device.

### **LAW ENFORCEMENT**

As permitted or required by state or federal law, we may disclose your health information to a law enforcement official for certain law enforcement purposes, including under certain limited circumstances, if you are a victim of a crime or in order to report crime.

### **FAMILY FRIENDS AND CAREGIVERS**

We may share your health information with those you tell us will be helping you with your home hygiene treatment, medications or payment. We will be sure to ask your permission first. In the case of an emergency, where you are unable to tell us what you want we will use our best judgment when sharing your health information only when it will be important to those participating in providing your care.

### **CORONERS, FUNERAL DIRECTORS AND MEDICAL EXAMINERS**

We may be required by law to provide information to coroners, funeral directors, and medical examiners for the purpose of determining the cause of death and preparing for a funeral.

### **MEDICAL RESEARCH**

Advancing medical knowledge often involves learning from the careful study of the medical histories of prior patients. Formal review and study of health histories as a part of a research study will happen only under the ethical guidance requirements and approval of an institutional review board.

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