

## **Summary Notice of Privacy Practices**

This summary of our Notice of Privacy Practices informs you of how we may use or disclose your health information. It also explains your rights and duties under current privacy laws.

### **Our Rights:**

We may use and disclose your health information to:

- Provide patient care and treatment
- Process claims to your health plan or insurance company
- Comply with laws that require reporting of your health information.
- Review your records for quality of care
- Remind you of appointments
- Inform you of any health service or benefit that may interest you

### **Your Rights:**

While the records we maintain about you belong to us, you have a number of rights with respect to those records. You have the right to:

- Request a copy of our full privacy notice
- Request a copy of your record
- Request we amend your record if you believe it is not complete or correct
- Request we send information to you in a confidential manner
- Complain to us and/or the US Department of Health and Human Services if you believe we have violated your privacy rights

### **Our Duties:**

We must provide you with our Notice of Privacy Practices and abide by its terms. We may:

- Charge you a fee for copies of your medical records
- Require up to 60 – 90 days to process your request for records
- Deny your request to amend your records for certain reasons if asked, and give you a written reason
- Amend the Notice from time to time, post the revised notice, and make a copy for you upon request.

If you have questions, please contact us at: 479-444-1440

