



Your Rights

When it comes to your health information, you have certain rights.

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.
- You can ask us to contact you in a specific way (for example, home or office phone)
- You can ask us **not** to use or share certain health information for treatment, payment, or our operations.
- If you pay for a service of health care item out-of-pocket in full, you can ask us not to share that information in the purpose of payment or our operations with your health insurer.
- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

Your Choices

For certain health information, you can tell us your choices about what we share.

- Upon your request in our consent we will share information with your family, close friends, or others involved in your care.

Our Uses and Disclosures

We typically share your health information in the following ways:

- We can use your health information and share it with other professionals who are treating you.
- We can use and share your health information to bill and get payment from health plans of other entities.
- We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we're complying with federal privacy law.
- We can share health information about you in response to a court or administrative order, or in response to a subpoena.

Complaint

You can complain if you feel we have violated your rights by contacting us.

You can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by sending a letter to 200 Independence Ave S.W Washington D.C. 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/.

We will not retaliate against you for filing a complaint.