

Notice of HIPAA Privacy Practices

This notice intends to explain how medical information about you may be used and disclosed, and how you can access to this information.

What are Your Rights?

When it comes to your health information, you have certain rights. This section explains the rights of you and some of our responsibilities to help you.

How to get an electronic or paper copy of your medical record?

You can ask to see, and/or get an electronic or paper copy of your medical records, and other health information. Simply call and request this information from our pharmacist.

How to correct errors on a medical record?

You can ask us to correct health information about your records which you believe is incorrect or incomplete. This request must be submitted in writing to our Pharmacist. Our Pharmacist will review the request and communicate with you on the change requested.

How to request confidential communications?

You can ask us to call or email them through private lines or secured servers. We will always accommodate this request, if reasonable.

Ask us to limit what we use or share.

You can ask us not to use or share certain health information for treatment, payment, or our operations.

If it affects your care, we may deny your request.

For those who pay for your prescriptions out-of-pocket, you can ask us not to share that information (for the purpose of payment or our operations) with your health insurer.

Unless the law requires us to do so, we will honor this request.

Ask us how to get a list of those with whom we've shared information.

You can ask for a list of the times we've shared your health information for six years prior to the date you ask, who we shared it with, and why. Depending on the requested list, we may need to charge a fee to prepare this list.

Ask us how to get a copy of this privacy notice.

If you would like a copy of this Privacy Notice, we can email or mail a copy to you direct. Simply ask our Pharmacist.

How can you choose someone to act for you?

You may have given someone medical power of attorney, perhaps someone is your legal guardian. That person can make choices about your medical care and health information.

How to file a complaint if you feel your rights are violated?

If you feel your rights have been violated, you can file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights.

www.hhs.gov/ocr/privacy/hipaa/complaints/

Ask us to share information under certain circumstances.

For certain health information, you can tell us your choices about what we share. If you want to share information with your family, close friends, or others involved in your care.

If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.

We never share your information unless you give us written permission in these cases.

-Marketing purposes

-Sale of your information

-Most sharing of psychotherapy notes

How your information is used and disclosed?

We typically use or share your health information in the following cases:

In Order to Treat You

We can use your health information and share it with other professionals who are treating you.

Example: A doctor treating you for an injury asks another doctor about your overall health condition.

Run our organization

We can use and share your health information to run our practice, improve your care, and contact you when necessary.

Example: We use health information about you to manage your treatment and services.

Bill for your services

We can use and share your health information to bill and get payment from health plans or other entities.

Example: We give information about you to your health insurance plan so it will pay for your services.

How else can we use or share your health information?

We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html.

Help with public health and safety issues

We can share health information about you for certain situations such as:

- Preventing disease
- Helping with product recalls
- Reporting adverse reactions to medications
- Reporting suspected abuse, neglect, or domestic violence
- Preventing or reducing a serious threat to anyone's health or safety
- Do research

Comply with the law

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.

Respond to organ and tissue donation requests

We can share health information about you with organ procurement organizations.

Work with a medical examiner or funeral director

We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

Address workers' compensation, law enforcement, and other government requests

We can use or share health information about you:

- For workers' compensation claims
- For law enforcement purposes or with a law enforcement official
- With health oversight agencies for activities authorized by law
- For special government functions such as military, national security, and presidential protective services

Respond to lawsuits and legal actions

-We can share health information about you in response to a court or administrative order, or in response to a subpoena.

What are Our Responsibilities?

We are required by law to maintain the privacy and security of your protected health information. If a breach occurs, we will let you know promptly.

We are required to follow the duties and privacy practices described in this notice and to give you a copy of it.

For more information on HIPAA see: www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html.

Changes to the Terms of This Notice We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our website.