

NOTICE OF PRIVACY PRACTICES

EFFECTIVE DATE: APRIL 2003

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

1 . Purpose: The office of Dr. Robert Bourquein and his employees follow the privacy practices described in this Notice. Dr. Bourquein maintains your health information in records that are kept in a confidential manner, as required by law. He must share your health information as necessary for treatment, payment, and health care operations to provide you with quality health care.

2 . What Are Treatment, Payment, and Health Care Operations? Treatment includes sharing information among health care providers involved in your care. **For example:** Dr. Bourquein may share information about your condition with other Doctors or consultants to make a diagnosis. Dr. Bourquein may use your health information as required by your insurer to obtain payment for your treatment. He may also use and disclose your health information to improve the quality of care and for education and training purposes of healthcare students.

How will Dr. Bourquein Use and Disclose My Health Information? Your health information may be used for the following purposes unless you ask for restrictions on a specific use or disclosure: **NOTE:** You will have the opportunity

3 . to refuse some of these communications about your health information, indicated by (*).

- Family members or close friends involved in your care or payment for treatment *
- Disaster relief agency if you are involved in a disaster relief effort *
- To inform you of treatment alternatives, benefits, or services related to your health*
- Appointment reminders
- Public health activities, including disease prevention, injury or disability; reporting reactions to medications or product problems; notification of recalls; infectious disease control; notifying government authorities of suspected abuse, neglect, or domestic violence
- Health oversight activities, such as audits, inspections, investigations, and licensure
- Law enforcement
- Coroners, medical examiners, and funeral directors
- Organ and tissue donation
- Certain research projects National security and intelligence activities to authorized persons to conduct special investigations
- Worker's Compensation. Your medical information regarding benefits for work-related injuries and illnesses may be released as appropriate.
- Alcohol and drug abuse information has special privacy protections. Dr. Bourquein will not disclose any information identifying an individual as being a patient or provide any health information relating to the patient's substance abuse treatment unless the patient consents in writing; to carry out treatment, payment, and operations; or as required by law.
- To carry out health care treatment, payment, and operational functions through business associates, such as to install a new computer.

4 . Your Authorization Is Required for Other Disclosures. Except as described above, we will not use or disclose your medical information, unless you allow Dr. Bourquein in writing to do so.

For example: Dr. Bourquein will not use your photographs for presentations outside his office without your written permission. You may withdraw or revoke your permission, which will be effective only after the date of your written withdrawal.

5 . You Have Rights Regarding Your Health Information. You have the following rights regarding your medical information, if requested on the form provided by Dr. Bourquein:

- **Right to request restriction.** You may request limitations on your health
 - To prevent a serious threat to health or safety
 - To military command authorities if you are a member of the armed forces or a member of a foreign military authority
 - information that we use or disclose for health care treatment, payment, or operations, although we are not required to comply with your request.

For Example: You may ask us not to disclose that you have had a particular procedure. We will release the information if necessary for emergency treatment.

- **Right to confidential communications.** You may request communications of your health information in a certain way or at a certain location, but you must tell us how or where you wish to be contacted
- **Right to inspect and copy.** You have the right to review and obtain a copy of your medical or health record. We may charge a fee for copying, mailing, and supplies. Under limited circumstances, your request may be denied; you may request a review of the denial by another licensed health care professional chosen by Dr. Bourquein. Dr. Bourquein will comply with the outcome of the review.
- **Right to request amendment.** If you believe that the health information, we have about you is incorrect or incomplete, you may request an amendment on the form provided by Dr. Bourquein's office. Dr. Bourquein is not required to accept the amendment
- **Right to accounting disclosures.** You may request a list of disclosures of your health information that have been made to persons or entities for disclosures unrelated to health care treatment, payment, or operations within the past six (6) years, but not prior to April 14, 2003. After the first request, there may be a charge.
 - **Right to a copy of this notice.** You may request a paper copy of this notice at any time, even if you have been provided with an electronic copy.

6 . Requirements Regarding This Notice. Dr. Bourquein is required by law to provide you with this Notice. He will comply with this Notice for as long as it is in effect. Dr. Bourquein may change this Notice, and these changes will be effective for health information he has about you, as well as any information received in the future.

7 . Complaints. If you believe your privacy rights have been violated, you may file a complaint with the Secretary of the United States Department of Health and Human Services. Dr. Bourquein will not penalize or retaliate against you in any way for making a complaint.

Patient/Guardian Signature _____

Date _____