

## Your Information, Your Rights, Our Responsibilities

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

Please review the following carefully.

### Your Rights

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

#### Get an electronic or paper copy of your medical record

You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.

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.

#### Ask us to correct your medical record

You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.

We may say “no” to your request, but we’ll tell you why  
In writing within 60 days.

#### Request confidential communications

You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.

We will say “yes” to all reasonable requests.

#### 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.

- We are not required to agree to your request and
- We may say “no” if it would affect your care.

If you pay for a service or health care item out-of-pocket In full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

#### Get a list of those with whom we’ve shared information

You can ask for a list (accounting) 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.

We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures such as any you asked us to make. We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

**Get a copy this privacy notice**

You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We provide you with a paper copy promptly.

**Choose someone to act for you**

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 the authority and can act for you before we take any action.

**File a complaint if you feel your rights are violated**

You can complain if you feel we have violated your rights by contacting us using the information on the back page.

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 Avenue, S.W. Washington, D.C.20201, calling 1-877-696-6775, or visiting [www.hhs.gov/ocr/privacy/hipaa/complaints](http://www.hhs.gov/ocr/privacy/hipaa/complaints).

We will not retaliate against you for filing a complaint.

**Your Choices**

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

If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

**In these cases, you have both the right and choice to tell us to:**

- Share Information with your family, close friends, or others involved in your care
- Share information in a disaster relief situation
- Include your information in a hospital directory

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.

**In these cases we *never* share your information unless you give us written permission:**

- Marketing Purposes
- Sale of your information
- Most sharing of psychotherapy notes

**In the case of fundraising:**

We may contact you for fundraising efforts, but you can tell us not to contact you again.

**Our Uses and Disclosures**

**How do we typically use or share your health information?**

We typically use or share your health information in the following ways.

<b>Treat you</b>	<p>We can use your health information and share it with other professionals who are treating you</p> <p><i>Example: A doctor treating you for an injury asks another doctor about your overall health condition.</i></p>
<b>Run our organization</b>	<p>We can use and share your health information to run our practice, improve your care, and contact you when necessary</p> <p><i>Example: We use health information about you to manage your treatment and services.</i></p>
<b>Bill for your services</b>	<p>We can use and share your health information to bill and get payment from health plans or other entities.</p> <p><i>Example: We give information about you to your health insurance plan so it will pay for your services.</i></p>

### 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](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

<b>Help with public health and safety issues</b>	<p>We can share health information about you for certain situation such as:</p> <ul style="list-style-type: none"> <li>• Preventing disease</li> <li>• Helping with product recall</li> <li>• Reporting adverse reactions to medications</li> <li>• Reporting suspected abuse, neglect, or domestic violence</li> <li>• Preventing or reducing a serious threat to anyone's health or safety.</li> </ul>
<b>Do research</b>	We can use or share your information for health research.
<b>Comply with the law</b>	We will share information about you, if state or federal laws require it, with the Department of Health and Human Services if it wants to see that we're complying with federal policy law.
<b>Respond to organ and tissue donation requests</b>	We can share health information about you with organ procurement organizations.
<b>Work with a medical examiner or funeral director</b>	We can share health information with a coroner, medical examiner, or funeral director when an individual dies.
<b>Address worker's compensation, law enforcement, and other government requests</b>	<p>We can use or share health information about you:</p> <ul style="list-style-type: none"> <li>• For worker's compensation claims</li> <li>• For law enforcement purposes or with a law enforcement official</li> <li>• With health oversight agencies for activities authorized by law</li> <li>• For special government functions as military, national security and presidential protective services.</li> </ul>

**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

**Substance Abuse Health Information**

The confidentiality/privacy of alcohol and drug abuse member records related to the diagnosis, treatment, referral for treatment or prevention, is protected by federal law and regulations (42 U.S.C. 29.0d-3 and 42 U.S.C. 290ee-3) and regulation (42 C.F.R. part 2). Generally, a substance abuse program may not disclose to anyone outside the program that a member attends the program or disclose any information identifying a member as an alcohol or drug abuse, unless:

- The member authorizes in writing
- The disclosure is allowed by a court order
- The disclosure is made to medical personnel in a medical emergency
- The member commits or threatens to commit a crime either at the program or against any person who works for the program.
- The disclosure is made to report suspected child abuse or neglect.

**Our Responsibilities**

We are required by law to maintain the privacy and security of your protected health information.

We will let you know promptly if a breach occurs that may have compromised the privacy and security of your information.

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

We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://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 web site.

**The Notice of Privacy Practices applies to the following organizations**

Spectrum Healthcare Group (SHG) and also participates eShare, an electronic health information exchange, as well as the Arizona Health Information Exchange. Both facilitate the electronic exchange of medical and other protected health information among health care providers that participate in eShare or the Arizona Health Information Exchange for patient treatment, payment and health care operation purposes.

This notice applies to all Spectrum Healthcare's Primary Care services.

**Privacy and Security Officer**

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