

The document immediately following is our Notice of Privacy Practices. We have prepared this summary to assist you in understanding the notice. For the full and complete description of our practices, please read the full notice.

What is a Notice of Privacy Practices?

- \* It is a formal document that describes how your medical information is used by our staff and disclosed by others. It also describes your privacy rights.

Why was I provided this document?

- \* We take great care in treating you and your medical information with respect and confidentiality. A Federal law now requires us to notify you of our privacy practices in a more structured format.

How is my medical information used?

- \* To plan and carry out your treatment.
- \* To submit claims to your insurance.
- \* To enable us to carry out our health care operations.

Are there circumstances where my information is used without my prior permission?

- \* Public health and other safety issues.
- \* Requirements by State, Federal and local law.
- \* Law Enforcement.
- \* Certain types of research.

What are my rights described in the notice?

- \* To review or copy your medical records.
- \* To request an amendment to your medical information.
- \* To receive an accounting of disclosures of your medical information.
- \* To request restriction in how we disclose your medical information.
- \* To have us communicate with you in a certain way or at a certain location.
- \* To opt out of the hospital directory.
- \* To make a complaint about privacy issues.
- \* To authorize other releases of your medical information.

Who will follow this notice?

- \* Our employees, volunteers, students and trainees.
- \* Other health care and service providers that provide care or services at this entity.

Who doesn't this notice cover?

- \* Independent physician practices or operations of health care and service providers that provide services independent of this entity.

What if I have questions about it later?

- \* Please contact the admission/registration department of this entity.