

# Notice of Privacy Practices

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

Audiologists Northwest is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices at Audiologists Northwest please contact: Lynn E. Byrne, 1411Wheaton Way, Bremerton, WA 98310, phone 360-479-4065.

**Effective Date of This Notice: April 14, 2003**

## **I. How Audiologists Northwest may Use or Disclose Your Health Information**

Audiologists Northwest collects health information from you and stores it in a chart and on a computer. This is your medical record. The medical record is the property of Audiologists Northwest, but the information in the medical record belongs to you. Audiologists Northwest protects the privacy of your health information. The law permits Audiologists Northwest to use or disclose your health information for the following purposes:

1. Treatment. Audiologists Northwest will report your hearing evaluation results to your referring physician. Audiologists Northwest will provide hearing aid manufacturers with your hearing evaluation to select appropriate amplification for you.
2. Payment. Audiologists Northwest will report diagnosis and procedure codes to your insurance carrier to obtain payment for provided services.
3. Regular Health Care Operations. Audiologists Northwest may use the date and outcome of your last evaluation to notify you when you are due for recall.
4. Information provided to you.
5. Notification and communication with family. We may disclose your health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your general condition. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.
6. Required by law. As required by law, we may use and disclose your health information.
7. Public health. As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.
8. Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.
9. Judicial and administrative proceedings. We may disclose your health information in the course of any administrative or judicial proceeding.

10. Law enforcement. We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.

11. Worker's compensation. We may disclose your health information as necessary to comply with worker's compensation laws.

12. Marketing. We may contact you to provide appointment reminders or to give you information about other treatments or health-related benefits and services that may be of interest to you. We send out periodic office newsletters and greeting cards.

13. Change of Ownership. In the event that Audiologists Northwest is sold or merged with another organization, your health information/record will become the property of the new owner.

## **II. When Audiologists Northwest May Not Use or Disclose Your Health Information**

Except as described in this Notice of Privacy Practices, Audiologists Northwest will not use or disclose your health information without your written authorization. If you do authorize Audiologists Northwest to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

## **III. Your Health Information Rights**

1. You have the right to request restrictions on certain uses and disclosures of your health information. Audiologists Northwest is not required to agree to the restriction that you requested.

2. You have the right to inspect and copy your health information.

3. You have a right to request that Audiologists Northwest amend your health information that is incorrect or incomplete. Audiologists Northwest is not required to change your health information and will provide you with information about Audiologists Northwest's denial and how you can disagree with the denial.

4. You have a right to receive an accounting of disclosures of your health information made by Audiologists Northwest, except that Audiologists Northwest does not have to account for the disclosures described in parts 1 (treatment), 2 (payment), 3 (health care operations), and 4 (information provided to you) of section I of this Notice of Privacy Practices.

5. You have a right to a paper copy of this Notice of Privacy Practices.

If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact Lynn E. Byrne

## **IV. Changes to this Notice of Privacy Practices**

Audiologists Northwest reserves the right to amend this Notice of Privacy Practices at any time in the future, and to make the new provisions effective for all information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, Audiologists Northwest is required by law to comply with this Notice. Revised Notices would be provided to you in person prior to your next appointment following the revision.

## **V. Complaints**

Complaints about this Notice of Privacy Practices or how Audiologists Northwest's handles your health information should be directed to: Lynn E. Byrne

If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to:

Department of Health and Human Services  
Office of Civil Rights  
Hubert H. Humphrey Bldg.  
200 Independence Avenue, S.W.  
Room 509F HHH Building  
Washington, DC 20201

You may also address your complaint to one of the regional Offices for Civil Rights. A list of these offices can be found online at <http://www.hhs.gov/ocr/regmail.html>.