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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 it carefully.**

You have the right to:

- Get a copy of your paper or electronic medical record or correct your paper or electronic medical record
- Request confidential communication
- Ask us to limit the information we share
- Get a list of those with whom we've shared your information
- Get a copy of this privacy notice
- Choose someone to act for you
- File a complaint if you believe your privacy rights have been violated
- Tell us what we can divulge when discussing your health with family and friends

We may use and share your information as we:

- Treat you
- Bill for your services
- Help with public health and safety issues
- Do research or respond to organ and tissue donation requests
- Work with a medical examiner or funeral director
- Address law enforcement and other government requests
- Respond to lawsuits and legal actions

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.

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 or security of your information.
- We will not use or share your information other than as described here unless you tell us we can in writing.
- We will never share your information for marketing purposes or sell your information to anyone at any time.

You can file a complaint with the US Dept of Health and Human Services office of Civil Rights by sending a letter to: 200 Independence Ave, SW. Washington, DC 20201 or by calling 1-877-696-6775 or www.hhs.gov/ocr/privacy/hipaa/complaints.

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.