

Bay Area Gynecology Oncology

Notice of Privacy Practices

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

PAPER COPY OF THIS NOTICE

You have the right to a detailed paper copy of this notice. You may ask us to give you a copy of the notice at any time.

COMPLAINTS

If you believe your privacy rights have been violated, you may file a complaint with us by contacting the Privacy Official or with the Secretary of the Department of Health and Human Services. All complaints must be submitted in writing. *You will not be penalized for filing a complaint.*

OTHER USES OF MEDICAL INFORMATION

Other uses and disclosures of medical information not covered by this notice or the laws that apply to us will be made only with your written permission. If you provide us permission to use or release medical information about you, you may withdraw that permission, in writing, at any time.

CHANGES TO THIS NOTICE We reserve the right to change this notice and the revised or changed notice will be effective for information we already have about you as well as any information we receive in the future. The current notice will be posted in the practice and include the effective date. We can provide additional copies of the notice when you check in for the future appointments, at your request.

OUR RESPONSIBILITIES

This notice applies to all records generated by Bay Area Gynecology Oncology medical office or billing personnel, or Business Associates. We are required by law to maintain the privacy of your health information and provide a description of our privacy of your health information and provide a description of our privacy practices. We will abide by the terms of this notice and notify you if we cannot agree to a requested restriction.

Bay Area Gynecology Oncology USE AND RELEASE OF MEDICAL INFORMATION

We may use and release your medical information (clinical and billing) for:

- Payment, Treatment, Healthcare Operations
- Business Associates
- Appointment Reminders
- Treatment Alternative Education
- Health-related Benefits or Services
- As required by law to State/Federal Agencies
- Family or friends involved in your care
- Entities assisting in Disaster Relief

We may also share protected health information with your designated primary care physician or other subsequent healthcare provider in order for him or her to treat you. This information is shared electronically, in a restricted, secure format.

You may request that this office not provide electronic access to your protected health information to other healthcare providers. Opting out will stop this office from sharing your health information electronically with all other healthcare providers. However, this will not stop your other doctors and healthcare providers from electronically sharing your health information. Note that if you stop this office from electronically sharing your protected health information, it may not be available, even in an emergency. Denying this access to your healthcare providers may make it more difficult for doctors and healthcare providers to coordinate your care. This could have an adverse effect on the quality and efficiency of your healthcare services.

If you do Opt Out, we may share your health information with other healthcare providers for the purposes of your treatment, and to coordinate your care.

YOUR HEALTH INFORMATION RIGHTS

Although your health record is the physical property of the healthcare provider, you have the **Right** to:

- Access information
- Request amendments
- An accounting of disclosures
- Request privacy restrictions
- Request alternate communication
- File complaints
- Obtain a detailed copy of this notice

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Access:

You have the right to inspect and copy medical information that may be used to make decisions about your care. Usually, this includes medical and billing records, but there are limited circumstances in which we can deny your request. These denials must be provided to you in writing, and you may request a second review in writing.

Amend:

If you feel that the medical information we have about you is incorrect or incomplete, you may ask us to amend, or add to the information. You have the right to request an amendment for as long as the information is kept by or for the physician. We may deny your request for an amendment and if this occurs, you will be notified of the reason for the denial in writing.

AN ACCOUNTING OF DISCLOSURES:

You have the right to request an accounting of disclosures of medical information about you. This does not include disclosures for treatment, payment, operations, or to you or your authorized representative.

Request Restrictions:

You have the right to request a restriction or limitation on the medical information we use or release about you for treatment, payment or health care operations. You also have the right to request a limit on the medical information we release about you to someone who is involved in your care or the payment for your care, like a family member or friend. **We are not required to agree to your request**, but will do so if the request is reasonable.

Request Confidential Communications:

You have the right to request that we communicate with you about medical matters in a certain way or at a certain location. We will agree to the request to the extent that it is reasonable for us to do so. **We reserve the right to contact you by other means** and at other locations if you fail to respond to communications from us.