

CFHC HIPPA POLICY

HOW DO WE PROTECT YOUR PRIVATE HEALTH INFORMATION?

Carroll Family Healthcare is committed to protecting your private health information (PIF). This document is our **Notice of Health Information Practices** and describes how we safeguard your information and under what circumstances your information may be disclosed. This notice is effective from 4/14/2003 onward and may be changed from time to time as policies change. We will make reasonable efforts to notify our patients if this policy should change.

Your information at this office consists of a record containing your symptoms, concerns, test results, diagnosis, and treatment plans. We also have information about your insurance, address, and contact information. It is stored in our computer system so we may bill your insurance company. Your record is a legal document and it helps us with your medical care, insurance billing, and referrals to other providers.

Although the record belongs to Carroll Family Healthcare, Inc., the information is about you and belongs to you. You have a right to obtain a copy of the record, with a charge for the production of this copy. You also have a right to inspect and amend this record as provided by law. The record cannot be changed or information taken out, but a written amendment may be made. Know that when someone asks to look at your record, we do have measures in place that limit what can be disclosed. Certain disclosures can be allowed, however, such as sharing information with specialists, other doctor's offices, and insurance companies for the purpose of billing so claims can be paid on your behalf. We have more information available to assist you in understanding these policies if need be.

We are responsible for maintaining an accurate record, abiding by the terms of our privacy agreement, and accommodating your rights as outlined above. We will notify you if we are unable to assist you regarding your requests to access, change, or communicate your information.

Examples of reasons we may disclose your health information:

- Your healthcare team will record and share information for treatment
- We will use your information to bill your insurance company and assist you in payment of insurance claims
- We may review your information for quality control issues which will assist in improving your quality of care.
- We may have contacts who may view your records such as laborator services, transcriptionists, couriers and billing services. These contacts are required to sign a contract promising to safeguard your information.
- Appt. reminders and leaving messages with a person or answering machine
- Federal and local health agencies or law enforcement as required by law

For more information or questions about our privacy policy, contact our Privacy Officer at 330-863-9061. You may also contact the US Department of Health and Human Services, Office for Civil Rights at 200 Independence Ave. SW, Room 509F HHH Bldg., Washington, DC 20201.