

## Patient Authorizations

You may give us your written authorization to use or disclose your health information to anyone for any purpose. This authorization may be written, in writing, at any time. Without your written authorization, disclosures about your health information are prohibited as indicated in this notice.

## Questions and Complaints

If you have a complaint or need more information about our privacy practices, please contact us below. Your complaint may be related to a perceived violation of your privacy rights, access to your health information, requested changes to your records, or to any other reason. If you wish to submit a written complaint to the U.S. Department of Health and Human Services, we can provide you with the address. We completely support your right to privacy and will not retaliate should you decide to lodge a complaint.

Contact Office \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2000 Shipping Materials Bureau  
at Right Services  
Maintenance of the business operated by us.

For services call 800-888-0000  
800-888-0000 (TDD)  
2000 Shipping Materials Bureau

This document contains general information. It does not constitute legal advice or recommendations. Future changes in federal or state law may affect the information contained herein. If you are a patient, you may wish to consult with your physician or other health care provider for more information about your health care. We do not assume any liability for any errors or omissions in this document.

## Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed and how you can get access to the information. Please review it carefully.

The United States Department of Health and Human Services, effective August 8, 2003, issued comprehensive federal regulations providing for protection of private medical information with which our office must comply. The final regulation, which goes into effect in April, 2005, to safeguard patient privacy, identifiable health information. These protections are part of the Health Insurance Portability and Accountability Act of 2003 (HIPAA). If your stringent rules have been met, these must be disclosed.

The HIPAA privacy rule states that after April 14, 2003, health providers must provide patients with a written Notice of Privacy Practices and make a good faith attempt to obtain a written acknowledgment of such. This information should be provided to patients prior to or at the time of the first delivery of health services, except in cases of emergency. However, if a written acknowledgment is not obtained, the attempt by the provider to obtain it is sufficient to comply with the rule.

In addition, a Notice of Privacy Practices must be displayed prominently and available to patients in table form. If this Notice is modified in the future, the new version must be displayed and available, and thereafter provided to patients at the time of their first treatment.

