

CENTER FOR MATERNAL-FETAL CARE, P.A.

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

Center for Maternal-Fetal Care P.A. uses health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that you receive. Your health information is contained in a medical record that is the physical property of **Center for Maternal-Fetal Care, P.A.**

How Center for Maternal-Fetal Care, P.A. May Use or Disclose Your Health Information

For Treatment, **Center for Maternal-Fetal Care, P.A.** may use your health information to provide you with medical treatment or services. For example, information obtained by a health care provider, such as a physician, nurse, or other person providing health services to you, will record information in your record that is related to your treatment. This information is necessary for health care providers to determine what treatment you should receive. Health care providers will also record action taken by them in the course of your treatment and note how you respond to the actions. **Center for Maternal-Fetal Care, P.A.** may use your health information when referring you to other health care professionals and facilities.

For Payment, **Center for Maternal-Fetal Care, P.A.** may use and disclose your health information to others for purposes of receiving payment for treatment and services that you receive. For example, a bill may be sent to you or a third-party payer, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment or supplies used in the course of treatment. **Center for Maternal-Fetal Care, P.A.** may use your information to access financial assistance programs for you that may help to defray the costs associated with your care or treatment.

For Health Care Operations, **Center for Maternal-Fetal Care, P.A.** may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the medical staff, risk or quality improvement personnel, and others to:

- Evaluate the performance of our staff;
- Assess the quality of care and outcomes in your cases and similar cases;
- Learn how to improve our facilities and service; and
- Determine how to continually improve the quality and effectiveness of the health care we provide.

Required by law, **Center for Maternal-Fetal Care, P.A.** may use and disclose information about you as required by law. For example, **Center for Maternal-Fetal Care, P.A.** may disclose information for the following purposes:

- For judicial and administrative proceeding pursuant to legal authority;
- To report information related to victims of abuse, neglect or domestic violence; and
- To assist law enforcement officials in their law enforcement duties.

Appointment Reminders and Treatment Calls. **Center for Maternal-Fetal Care, P.A.** may contact you to provide appointment reminders or information about treatment plans, medication or test results, other health-related benefits and services that may be of interest to you. When contacts are made via telephone, messages will be left on answering machines with limited information.

Notification, **Center for Maternal-Fetal Care, P.A.** contracts with business associates to provide services on its behalf. An example includes arrangements with business associates **Center for Maternal-Fetal Care, P.A.** to provide collection or research services. **Center for Maternal-Fetal Care, P.A.** may disclose your health information to such a business associate so that they can perform their respective job functions. To protect your health information, however, **Center for Maternal-Fetal Care, P.A.** requires the business associate to safeguard your information.

Photographs. The Privacy rule now prohibits **Center for Maternal-Fetal Care, P.A.** from displaying photographs of our patients without a written authorization. **Center for Maternal-Fetal Care, P.A.** will gladly display photographs as long as a written authorization has been obtained; however since an authorization can only be effective for 24 months, the photograph can only be displayed for 24 months.

Public Health. Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury, or disability, or for other health oversight activities.

Decedents. Health information may be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.

Organ/Tissue Donation. Your health information may be used or disclosed for organ or tissue donation purposes.

Research. **Center for Maternal-Fetal Care, P.A.** may use your health information for drug or research studies when an institutional review board or privacy board that has reviewed the research proposal and established protocols to ensure the privacy of your health information has approved the research. **Center for Maternal-Fetal Care, P.A.** may use information to identify qualified candidates for research. **Center for Maternal-Fetal Care, P.A.** may use information to make contact with you to determine your interest in the research study/clinical trials.

Physician Board Certification. **Center for Maternal-Fetal Care, P.A.** may use your health information to submit to the Professional Certification Board for purposes required for physicians' qualification to complete their specialty board examination.

Health and Safety. Your health information may be disclosed to avert a serious threat to the health or safety of you or any other person pursuant to applicable law.

Food and Drug Administration (FDA). **Center for Maternal-Fetal Care, P.A.** may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

Government Functions. Specialized government functions such as protection of public officials or reporting to various branches of the armed services that may require use or disclosure of your health information.

Workers Compensation. Your health information may be used or disclosed in order to comply with laws and regulations related to Workers Compensation.

Other Uses. Other uses and disclosures will be made only with your written authorization and you may revoke the authorization except to the extent **Center for Maternal-Fetal Care, P.A.** has taken action in reliance on such.

Your Health Information Rights

You have the right to:

- Request a restriction on certain uses and disclosures of your information; however, **Center for Maternal-Fetal Care, P.A.** is not required to agree to a requested restriction;
- Obtain a paper copy of the notice of information practices upon request;
- Inspect and obtain a copy of your health record;
- Request that your health record be amended;
- Request communications of your health information by alternative means or at alternative locations; and
- Receive an accounting of disclosures made of your health information.

Complaints

You may complain to **Center for Maternal-Fetal Care, P.A.** and to the Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint.

Obligations of Center for Maternal-Fetal Care, P.A.

Center for Maternal-Fetal Care, P.A. is required to:

- Maintain the privacy of protected health information;
- Provide you with this notice of its legal duties and privacy practices with respect to your health information;
- Abide by the terms of this notice;
- Notify you if we are unable to agree to a requested restriction on how your information is used or disclosed;
- Accommodate reasonable requests you may make to communicate health information by alternative means or at alternative locations.

Center for Maternal-Fetal Care, P.A. reserves the right to change its information practices and to make the new provisions effective for all protected health information it maintains. Revised notices will be made available to you upon your request at your next visit to our practice.

Contact Information

If you have any questions or complaints, please contact:

Rick Wimberley, Office Manager