When it comes to your health information, you have certain rights. You have the right to:

- Get a copy of your paper or electronic medical record. You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this. We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

- Ask us to correct your paper or electronic medical record. You can ask us to correct health information about you that you believe is incorrect or incomplete. Ask us how to do this. We may say "no" to your request, but we'll tell you why in writing within 60 days.

- Request confidential communication. You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address. We will say "yes" to all reasonable requests.

- Ask us to limit the information we use or share. You can ask us not to use or share certain health information in the following ways.

- For certain health information, you can tell us your choices about what we share. If you have a clear preference for how we share your privacy information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

In these cases, you have both the right and choice to tell us how to:

- Tell family, close friends, or others involved in your care about your condition
- Share information in a disaster relief situation
- Include your information in a hospital directory

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.

Except as permitted or required by law, in these cases we never share your information unless you give us written permission:

- Most marketing purposes
- Most sharing of psychotherapy notes, specialized substance abuse program records, and HIV-related testing and treatment
- We may contact you for fundraising efforts, but we can tell you not to contact you again

Our Responsibilities

We are required by law to maintain the privacy and security of your protected health information and to follow the terms of this notice.

- We will let you know promptly if a breach occurs that may compromises the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If we tell you we can, you may change your mind at any time. Let us know in writing if you change your mind.

For more information see: www.hhs.gov/ocr/privacy/hipaaint/understanding/consumers/index.html

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 offices, and on our website.

Effective Date: September 23, 2013 Jan2020_Rv3