



Main Street Family Practice, P.C.

Rev 7/09

Notice of Privacy Practices

This notice describes how Main Street Family Practice (MSFP) patient health information may be used and disclosed, and how to access patient health information. This notice is required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

MSFP commitment to patient privacy

MSFP is dedicated to maintaining the privacy and confidentiality of all patient health information as required by law. This notice provides details to assist with patient understanding of these requirements.

Use and disclosure of health information in certain special circumstances

The following circumstances may require disclosure of health information:

1. Public health authorities and health oversight agencies that are authorized by law to collect information.
2. Lawsuits and similar proceedings in response to a court or administrative order.
3. If required by a law enforcement official.
4. When necessary to reduce or prevent a serious threat to patient health and safety or the health and safety of the public. Disclosures will be made only to a person or organization able to help prevent the threat.
5. For members of U.S. or foreign military forces (including veterans) if required by appropriate authorities.
6. To federal officials for intelligence and national security activities authorized by law.
7. To correctional institutions or law enforcement officials if for inmates and those under the custody of a law enforcement official.
8. For Worker's Compensation and similar programs.

Rights regarding health information

1. Patients can request that MSFP communicate health and related issues in a particular manner or at a certain location. For instance, patients may ask that MSFP contact them at home, rather than work. MSFP will accommodate reasonable requests.
2. Patients can request a restriction in MSFP's use or disclosure of health information for treatment, payment, or health care operations. Patients have the right to request that providers restrict disclosure of health information to only certain individuals involved in patient care or the payment for care, such as family members and friends. MSFP is not required to agree to these requests, however, if agreed to, is bound by the agreement except when otherwise required by law, in emergencies, or when the information is necessary for treatment.
3. Patients have the right to inspect and obtain a copy of the health information that may be used to make decisions, including patient medical records and billing records, but not including psychotherapy notes. Requests must be submitted in writing to Main Street Family Practice.
4. Patients may ask MSFP to amend health information if it is incorrect or incomplete. To request an amendment, requests must be made in writing and submitted to Main Street Family Practice.
5. Right to a copy of this notice. Patients are entitled to receive a copy of this Notice of Privacy Practices. MSFP will provide a copy of this notice at any time to anyone who asks an employee at the front desk.
6. Right to file a complaint. If patients believe their privacy rights have been violated, they may file a complaint with MSFP or with the Secretary of the Department of Health and Human Services. To file a complaint with our practice, contact MSFP Operations Manager John Coomer. Complaints must be submitted in writing. Patients cannot be penalized for filing a complaint.
7. Right to provide an authorization for other uses and disclosures. MSFP will obtain written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law.

Any questions regarding this notice or our health information privacy policies should be directed to Main Street Family Practice, John Coomer, Operations Manager.

My signature below represents that I have read and understand this Notice of Privacy Practices.

Patient's Printed Name

Patient, Parent, or Guardian Signature

Date