

NOTICE OF PRIVACY PRACTICES

This information is made available to all patients

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU MAY HAVE ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Arrowhead Internal Medicine, PC provides this Notice to comply with the Privacy Regulations issued by the Department of Health and Human Services in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

OUR THOUGHTS ABOUT YOUR PROTECTED HEALTH INFORMATION:

We understand that your medical information is private to you, and we are committed to protecting that confidentiality. The law requires us to:

- Make sure that the protected health information about you is kept private;
- Provide you with Notice of our Privacy Practices and your legal rights with respect to protected health information about you; and
- Follow the conditions of the Notice that is currently in effect.

HOW WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU.

The following categories describe different ways that we use and disclose protected health information (PHI) that we have and share with others. Not every use or disclosure in a category is either listed or actually in place. The explanation is provided for your general information only.

Medical Treatment. We use your medical information to provide you with current or prospective medical treatment or services. Therefore we will disclose medical information about you to you, your representative and/or other health care practitioners who are involved in taking care of you. For example, we will share or discuss your medical information with:

- Yourself or your representative
- Specialist or other doctors involved in your care
- Laboratories or Treatment Centers
- Pharmacy
- Case managers
- Others involved in your care

Payment. We may use and disclose medical information about you so they may be billed and collected from you, an insurance company, or any other third party. We may also tell your health plan and/or referring physician about a treatment you are going to receive to obtain prior approval or to determine whether your plan will cover the treatment, or other payment issues.

Operational Uses. We may use and disclose medical information about you so that we can run our Practice more efficiently and make sure that all of our patients receive quality care and to comply with state and federal regulations or oversight agencies. For example, we may disclose information:

- To remind you of an upcoming appointment
- To communicate test results
- To other health care professionals for review and learning purposes.
- For internal or external utilization review and/or quality assurance
- To business associates that help us perform our job, like a transcript or answering service.

OTHER USES AND DISCLOSURES of Health Information PERMITTED WITHOUT AUTHORIZATION

Arrowhead Internal Medicine, PC could use and disclose protected health information when required by law. For example, we will disclose health information as allowed by HIPAA for:

- An oversight of the health care system
- Law enforcement
- For public health
- Subpoenas

