Sherrie G. Williamson DO, PLLC

DERMATOLOGY

Notice of Privacy Practices Effective: 4/14/2003

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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.

Sherrie G. Williamson DO, PLLC, hereinafter referred to as "The Clinic" are required by law to maintain the privacy of your health information, to follow the terms of this Notice, and to provide you this notice of its legal duties and privacy practices with respect to your health information. We will not use or disclose medical information about you without your written authorization, except as described in this notice.

How "The Clinic" May Use or Disclose Your Health Information

"The Clinic" and its staff protect the privacy of your health information. The law permits "The Clinic" to use or disclose your health information for the following purposes:

- **Treatment, Payment, and Regular Health Care Operations:** We may use or disclose, as needed, your protected health information in order to support the business activities of "The Clinic". Information obtained by this clinic will be used to provide prescriptions, provide medical care, dermatological goods and services to you, bill your insurance carrier if you have third party coverage, and to record and monitor medical care provided to you. Information will also be provided to you upon your written request. Other activities may include, but are not limited to, quality assessment activities, employee review activities, training medical students, licensing, and conducting or arranging for other medical business activities.
- **As and When Required by law:** Without your authorization we may use and disclose your health information to Public Health Officials, Law Enforcement, Health Oversight Activities (for audits, investigation, etc.), Judicial and Administrative, Deceased Person Information, Food & Drug Administration (FDA for reporting adverse drug events and quality issues), should there be a serious threat to your health or safety, in times of National Security, if you are in the Military or a Veteran of the armed force when requested, or if you become an inmate in a correctional facility.
- **Personal Communications:** We may contact you to provide appointment reminders, correspond by phone, mail, fax, and other information about treatment alternatives or other health-related benefits and services that may be of interest to you as well as communicate with individuals involved in your care or payment for your care.
- **Lab Disclosure:** All lesions removed, surgical procedures, biopsies, scrapings, etc… from a patient must be sent off to a laboratory by law, to determine a medical diagnoses. When these procedures are performed, we may disclose health information about you to the laboratories so that they can perform their responsibilities and bill you or your third party payer for services rendered. To protect your health information both the lab and "The Clinic" and its staff agree to appropriately safeguard the health information.
- **Victims of Abuse, Neglect, or Domestic Violence:** We may disclose your health information to a government authority, such as a social service or protective services agency, if we reasonably believe you are a victim of abuse, neglect, or domestic violence.

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"The Clinic" May Not Use or Disclose Your Health Information

Except as described in this Notice of Privacy Practices, "The Clinic" and its staff will not use or disclose your health information without your **written authorization**. If you do authorize "The Clinic" to use or disclose your health information for another purpose, you may revoke your authorization **in writing at any time**. If your state law provides additional restrictions upon any of the foregoing uses and disclosures, we must follow your state law.

You have the following rights with respect to your health information (Requests must be in writing)

- You have the right to request restrictions on certain uses and disclosures of your health information. You must submit this request in writing. **"The Clinic" is not required to agree to the restriction that you requested**. If "The Clinic" believes it is in your best interest to permit use and disclosure of your protected health information, your protected health information will be restricted. You then have the right to use another Healthcare Professional.
- You have a right to receive an accounting of disclosures we have made, if any, of your protected health information.
- You have the right to inspect and copy your protected health information. Under federal law, however, you may not inspect or copy the following records; psychotherapy notes; information compiled in reasonable anticipation of, or use in, a civil, criminal, or administrative action or proceeding, and protected health information that is subject to law that prohibits access to protected health information.
- You have the right to request that our clinic communicate with you at a certain location, as in contact you at home rather than at work. **This request must be in writing.**
- You have the right to ask us to amend your health information if you believe it is incorrect or incomplete, and you may request an amendment for as long as the information is kept by our clinic. **This request must be in writing.**

Changes to this Notice of Privacy Practices

"The Clinic" reserves the right to amend this Notice of Privacy Practices at any time in the future and to make the new Notice effective for all medical information we maintain. The revised notice will be posted in the lobby of the clinic and a paper copy will be available upon request.

Complaints

If you believe your privacy rights have been violated, you may file a **written complaint** and submit it to our office or to the Secretary of Health and Human Services. We will not retaliate against you for filing a complaint.

Should you have any questions or concerns you are to put them in **writing** and we will respond within thirty (30) days.

Upon entering the clinic you assume the responsibility of not sharing confidential information you may hear or view pertaining to someone other than yourself. It is the responsibility of the clinic and each individual entering the clinic that all clinic information remains confidential.