



NOTICE OF HEALTH INFORMATION PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED WITHIN THE ORGANIZATION AND HOW YOU CAN OBTAIN ACCESS TO THIS INFORMATION. PLEASE READ THIS CAREFULLY.

Progressive Neurology, P.C., is required by law to maintain the privacy of your Personal Health Information (PHI) and to provide you with this notice of our privacy policies.

USES AND DISCLOSURE:

Treatment: We may use your information to provide or coordinate your care. We may disclose all or any portion of your health information to any of our Physicians, Registered nurses, Technologists, other consulting or referring physicians, pharmacists and to any other employees who have a legitimate need for such information to provide or coordinate your care.

Payment: We may release your information to determine coverage by an insurer for our services, and for billing and claims processing. The information may be released to any other organization involved in the payment of your bill. This information may include copies or excerpts of your PHI that is necessary to receive payment.

Routine Operations: We may use and disclose your information during routine operation of the practice. An example of routine operation would be to contact you to remind you of an appointment or to disclose information to transcriptionists, attorneys or consultants working for the practice. These entities are called "Business Associates". We require our Business Associates to treat your information in the same manner that we do.

Regulatory Agencies: We may disclose your information to state, local or federal agencies authorized by law to conduct inspections, audits, or investigations of the practice.

Law Enforcement/litigation: We may disclose your information for valid law enforcement purposes as required by laws or in response to a court order or subpoena.

Public Health: We may disclose your information to public health authorities as authorized by law and related to the prevention or control of certain diseases.

Worker's Compensation: We may release your information to Worker's Compensation agencies in the event that your illness or injury may be related to your work.

Military/Veterans: If you are a member of the armed forces or a veteran, we may release your information as required by military command authorities.

As Otherwise Required: We may disclose your information in any situation in which such disclosure is required by law (for example: child or domestic abuse)

Prohibited Uses: We will not disclose your information to persons outside the practice for purposes other than treatment, payment or healthcare operations without your authorization in writing. If you provide such an authorization to us, you may revoke it in writing at any time in the future and we will honor that request.

YOUR RIGHTS RELATED TO YOUR PERSONAL HEALTH INFORMATION:

Although all records concerning your treatment here are the property of our office, you have certain rights concerning this information as follows:

Right to Confidentiality: You generally have the right to inspect and receive a copy of your health information from us, unless that is restricted by law or your physician. You may need to pay for copies of any records we provide.

Right to Amend: You have the right to request an amendment or correction to your health information. If we agree that information is appropriate, we will include that information in your medical record.

Right to Accounting: You have the right to obtain a record of disclosures that we make of your health information for other than treatment, payment or routine operation of this practice.

Right to Request Restrictions:

Changes to this Notice: We will abide by the terms of this notice currently in effect. However, we reserve the right to change the terms of this notice at any time. Any new notice provisions will be effective for all health from the time that the changes are effective within our office.

Effective Date of this Notice: March 7, 2012. You have the right to request restrictions on certain uses and disclosures

Right to Revoke Authorization: You have the right to revoke your prior authorization to release your health information except to the extent action was taken in reliance on your original authorization.

Right to Complain: You have the right to formally complain about our handling of your health information. You may contact Dr. Ghacibeh at the number listed below. (If you complain, we will not retaliate against you in any way).

For more information regarding this privacy policy please contact Progressive Neurology at (201) 546-8510.

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