

## **Notice of Privacy Practices**

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.

RejoiceMD (RMD) is required by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), as amended, and applicable state law, to protect the privacy of your protected health information. This notice covers all information in our written or electronic records which concerns you, your care and payments for your care. It contains information about our legal duties and your rights concerning your medical information.

### **HOW MAY WE USE OR DISCLOSURE YOUR MEDICAL INFORMATION?**

RMD physicians, clinicians and staff may use and share your information for the following purposes: (i) providing you the best medical treatment and care, (ii) billing you, your insurance company or any third party for medical services, (iii) operating our medical facility, including for business management and administration purposes, (iii) sharing information with other healthcare providers and other medical facilities necessary, (iv) responding to requests for your information from law enforcement and other government, including court orders and subpoenas, (v) complying with state and federal law, and (vi) for help with health and safety issues, including emergencies and disaster relief efforts.

### **WHAT ARE OUR RESPONSIBILITIES WITH RESPECT TO YOUR MEDICAL INFORMATION?**

We are required by law to maintain the privacy and security of your protected health information. We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information. We must follow the duties and privacy practices described in this notice and you are entitled to a copy. We will not use or share your information other than as described here unless you authorize us in writing to do so. You may change your mind at any time. If you do, let us know in writing.

For more information see: <https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

### **WHAT ARE YOUR RIGHTS WITH RESPECT TO YOUR MEDICAL RECORDS OR INFORMATION?**

You have the right to request that we change your personal information as well as your privacy information. Contact the Privacy Officer for information about how to do this. You may request confidential communication to discuss your medical records and you may ask us to limit the

information we share with third parties. You are also entitled to get a list (accounting) of all parties with whom we have shared your information with over the past six years. We will provide one accounting a year for free but will charge a reasonable, cost based fee if you ask for another one within 12 months.

You may also choose a third party to act on your behalf, including the release of your health information. If needed, we can also provide you a copy of this privacy notice.

RMD is required by law to maintain the privacy of the protected health information and to provide individuals with notice of its legal duties and privacy practices with respect to protected health information. RMD is required to abide by the terms of the Notice currently in effect. RMD reserves the right to 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 office, and on our web site.

#### HOW CAN YOU FILE A COMPLAINT IF YOU FEEL YOUR RIGHTS HAVE BEEN VIOLATED?

Individuals may complain to RMD's Privacy Officer and to the Secretary of the U.S. Department of Health and Human Services Office for Civil Rights, without fear of retaliation by the organization, if they believe their privacy rights have been violated.

The privacy and confidentiality of patient medical information and records is of the utmost importance to RejoiceMD. We take great pride in maintaining the same.

I acknowledge that I have been provided information regarding RMD's Privacy Provisions. [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html)