

**Always consult legal advice**

**The following categories describe the different ways in which we may use and disclose your PRIVATE HEALTH INFORMATION**

**TREATMENT**

- Our practice may use your PRIVATE HEALTH INFORMATION to treat you.
- We may disclose health information about you to doctors, nurses, technicians, office staff or other personnel who are involved in taking care of you and your health.

For example...

- Many of the people who work for our practice—including, but not limited to, our clinicians—may use or disclose your PRIVATE HEALTH INFORMATION in order to treat you or to assist others in your treatment.
- Additionally, we may call your home or other designated location and speak with you in person or leave a message on...
- We may also mail to your home or other designated location items that assist our practice in carrying out your treatment

**PAYMENT**

- Our practice may use and disclose your PRIVATE HEALTH INFORMATION in order to bill and collect payment for the services and items you may receive from us.

**OPERATIONS**

- Our practice may use and disclose your PRIVATE HEALTH INFORMATION to operate our business.

**AND...**

**SPECIFIC SITUATIONS**

Disclosures Required by Law. Our practice will use and disclose your PRIVATE HEALTH INFORMATION when we are required to do so by federal, state or local law.

**AS REQUIRED BY LAW**

**Serious Threats to Health or Safety.**

- Our practice may use and disclose your PRIVATE HEALTH INFORMATION when necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public.
- Under these circumstances, we will only make disclosures to a person or organization able to help prevent the threat.
  - MANDATORY REPORTING
  - CPS / APS

**AND...**

**ADDITIONAL SPECIFIC SITUATIONS**

## **LIMITS OF CONFIDENTIALITY OFTEN DEPENDS ON AND CHANGES WITH WORK ENVIRONMENTS**

### **Authorization / Revocation**

Our practice will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law.

### **Military and Veterans**

- Our practice may disclose your PRIVATE HEALTH INFORMATION if you are a member of U.S. or foreign military forces (including veterans) and if required by the appropriate authorities.

### **Workers' Compensation**

- Our practice may release your PRIVATE HEALTH INFORMATION for workers' compensation and similar programs.

### **Public Health Risks**

- Our practice may disclose your PRIVATE HEALTH INFORMATION to public health authorities that are authorized by law to collect information for the purpose of: maintaining vital records, such as births and deaths reporting child abuse and neglect, preventing or controlling disease, injury or disability, notifying a person regarding potential exposure to a communicable disease, notifying a person regarding a potential risk for spreading or contracting a disease or condition
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### **Health Oversight Activities**

- Our practice may disclose your PRIVATE HEALTH INFORMATION to a health oversight agency for activities authorized by law. Oversight activities can include, for example, investigations, inspections, audits, surveys, licensure and disciplinary actions; civil, administrative, and criminal procedures or actions; or other activities necessary for the government to monitor government programs, compliance with civil rights laws and the health care system in general.

### **Lawsuits and Similar Proceedings**

- Our practice may use and disclose your PRIVATE HEALTH INFORMATION in response to a court or administrative order, if you are involved in a lawsuit or similar proceeding.
- We also may disclose your PRIVATE HEALTH INFORMATION in response to a discovery request, subpoena, or other lawful process by another party involved in the dispute, but only if we have made an effort to inform you of the request or to obtain an order protecting the information the party has requested.

## **Law Enforcement**

- We may release PRIVATE HEALTH INFORMATION if asked to do so by a law enforcement official: Regarding a crime victim in certain situations, if we are unable to obtain the person's agreement concerning a death we believe has resulted from criminal conduct—regarding criminal conduct at our offices—in response to a warrant, summons, court order, subpoena or similar legal process.
- To identify/locate a suspect, material witness, fugitive or missing person. In an emergency, to report a crime (including the location or victim(s) of the crime, or the description, identity or location of the perpetrator)

## **Deceased Patients**

- Our practice may release PRIVATE HEALTH INFORMATION to a medical examiner or coroner to identify a deceased individual or to identify the cause of death.

## **Organ and Tissue Donation**

- Our practice may release your PRIVATE HEALTH INFORMATION to organizations that handle organ, eye or tissue procurement or transplantation, including organ donation banks, as necessary to facilitate organ or tissue donation and transplantation if you are an organ donor.

## **National Security (Protective services for President or Others)**

- Our practice may disclose your PRIVATE HEALTH INFORMATION to Federal officials for intelligence and national security activities authorized by law. We also may disclose your PRIVATE HEALTH INFORMATION to federal officials in order to protect the President, other officials or foreign heads of state, or to conduct investigations.

## **Inmates**

Our practice may disclose your PRIVATE HEALTH INFORMATION to correctional institutions or law enforcement officials if you are an inmate or under the custody of a law enforcement official. Disclosure for these purposes would be necessary: (a) for the institution to provide health care services to you, (b) for the safety and security of the institution, and/or (c) to protect your health and safety or the health and safety of other individuals.

OTHER...

## **Research**

- Our practice may use and disclose your PRIVATE HEALTH INFORMATION for research purposes in certain limited circumstances.
  - We will obtain your written authorization to use your PRIVATE HEALTH INFORMATION for research purposes except when: (a) Our use or disclosure was approved by an Institutional Review Board or a Privacy Board or (b) Our practice limits the use and disclosure of your PRIVATE HEALTH INFORMATION to a "Limited Data Set" for the purposes of research, public health studies, and health care operations; a Limited Data Set can include