



akron plastic surgeons

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.

If you have any questions about this Notice please contact the Privacy Officer, Akron Plastic Surgeons, Inc., 1 Park West Blvd, Suite # 350, Akron, OH 44320.

This Notice describes how Akron Plastic Surgeons, Inc. may use and disclose your protected health information. The terms of this Notice of Privacy Practices are effective April 14, 2003. This office will share patient health information as is necessary to provide quality health care and receive reimbursement for those services as permitted by law. This office is required by law to maintain the privacy of our patients' health information and to provide patients with this Notice of Privacy Practices. This office will abide by the terms of this Notice so long as it remains in effect and we reserve the right to change the terms of this Notice of Privacy Practices as necessary. A copy of any revised notices will be available in this office, or, upon request by mailing a written request to Privacy Officer, Akron Plastic Surgeons, Inc., 1 Park West Blvd Suite 350, Akron, Ohio 44320.

USES AND DISCLOSURES OF YOUR HEALTH INFORMATION

This office is committed to maintaining the confidentiality of your health information. However, your health information may be used and disclosed as customary and reasonable for purposes of treatment, payment, and health care operations and pursuant to a signed authorization form. You have the right to revoke that authorization in writing unless any action has been taken in reliance on the authorization.

Treatment, Payment, and Health Care Operations. This office will use and disclose your health information for purposes of treatment, payment, and as otherwise necessary and permitted by law, for our health care operations, examples of such uses and disclosures include: nurses (by agreement with us), doctors and other healthcare professionals included in your care who will use information in your medical record to put in place a treatment plan to carry out that plan; sending information about you to insurance companies, governmental agencies and others who will pay for your care, clinical improvement, professional peer review, business management, research studies, accreditation and licensing.

Business Associates. At times, it may be necessary for us to provide your health information to certain outside persons or organizations that assist us with our health care operations, such as auditing, accreditation, legal services, etc. These business associates are required to properly safeguard the privacy of your health information.

Family and Friends. With your approval and using our professional judgment, your health information may be disclosed to designated family, friends, and others who are directly involved in your care or in payment of your care. Also, if you are unavailable, incapacitated, or in an emergent situation, and we determine that a limited disclosure may be in your best interest, we will share certain health information with family members, other relatives or close personal friends without further approval from you. If you wish to opt-out of our disclosure practice when you are unavailable or incapacitated you can request that we not make such a disclosure to specified family members, other relatives or close personal friends involved in your care by notifying the Privacy Officer in writing to Akron Plastic Surgeons, Inc., 1 Park West Blvd, Suite # 350, Akron, OH 44320.

Appointments and Services. This office may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. Our office may leave a message on your home answering machine, cell phone or work number/voicemail. You have the right to request, and we will accommodate your reasonable requests to receive communications regarding your health information from us in a different way or different place. You may make such request to the Privacy Officer, Akron Plastic Surgeons, Inc., 1 Park West Blvd, Suite # 350, Akron, OH 44320.

Sometimes the law permits this office to use or disclose your health information as follows:

1. Use or disclosure of your health information for any purpose required by law;
2. Use or disclosure of your health information for public health activities, such as required reporting of disease, injury, and birth and death, and for required public health investigations;
3. Use or disclosure of your health information as required by law if we suspect child abuse or neglect; we may also release your individual health information as required by law if we believe you are a victim of abuse, neglect, or domestic violence;
4. Use or disclosure of your health information, if necessary, to the Food and Drug Administration;
5. Use or disclosure of your health information to your employer when we have provided health care to you at the request of your employer;
6. Use or disclosure of your health information if required by law to a government oversight agency conducting audits, investigations, or civil or criminal proceedings;

7. Use or disclosure of your health information if required by a court or administrative ordered subpoena or discovery request; in most cases you will have notice of such release;
8. Certain disclosures of your health information to law enforcement officials;
9. Use or disclosure of your health information to coroners and/or funeral directors consistent with the law;
10. Use or disclosure of your health information if necessary to arrange an organ or tissue donation or transplant;
11. Use or disclosure of your health information if you are a member of the military as required by armed forces services; we may also release your individual health information if necessary for national security or intelligence activities; and
12. Use or disclosure of your health information to workers' compensation agencies;
13. Marketing: This office may use your health information to contact you about health products and services necessary for your care, about new products and services it offers and to give you general health and wellness information;
14. This office will also comply where applicable, with more stringent State and Federal laws or regulations concerning the use or disclosure of your health information.

YOUR RIGHTS

1. *Restrictions on Use and Disclosure of Individual Health Information.* You have the right to request restrictions on some of our uses and disclosures of your health information. These restrictions must be made in writing and signed by you or your personal representative. This office is not required to agree to your restrictions, but can accommodate reasonable requests. We retain the right to terminate an agree-to restriction if we believe such termination is appropriate. In the event of a termination by us, we will notify you of such termination. You also have the right to stop an agreed-to restriction by sending a termination notice in writing to the Privacy Officer, Akron Plastic Surgeons, Inc., 1 Park West Blvd, Suite # 350, Akron, OH 44320.
2. *Access to Individual Health Information.* You have the right to inspect and copy your health information maintained by Akron Plastic Surgeons, Inc. All requests for access must be made in writing and signed by you or your personal representative. You may obtain a request for access form from the Privacy Officer, Akron Plastic Surgeons, Inc., 1 Park West Blvd, Suite # 350, Akron, OH 44320. In certain circumstances, you may not be permitted access (e.g., psychotherapy notes, information compiled for legal action, or information subject to prohibition by law). Depending on the circumstances, you may request a review of the decision to deny access. Please contact the Privacy Officer for questions about access to your health information.

3. *Amendments to Individual Health Information.* You have the right to request in writing that your health information maintained by this office be amended or corrected. In certain cases, we may deny your request for amendment. All amendment requests must be in writing, signed by you or your personal representative, and must state the reasons for the amendment. If we make an amendment, we may also notify others who work with us and have copies of the un-amended record if we believe that such notification is necessary. You may obtain an amendment request form from the Privacy Officer, Akron Plastic Surgeons, Inc., 1 Park West Blvd, Suite # 350, Akron, OH 44320. If we deny your request, you may submit a statement of disagreement to us and we may prepare a rebuttal that will be provided to you. These materials may be distributed in future requests to review your health information. Please contact the Privacy Officer for questions about amendments to your health information.

4. *Accounting for Disclosures of Individual Health Information.* You have the right to receive an accounting of certain disclosures made by us of your health information after April 14, 2003. Requests must be made in writing and signed by you or your representative. Accounting request forms are available from the Privacy Officer, Akron Plastic Surgeons, Inc., 1 Park West Blvd, Suite # 350, Akron, OH 44320. The first accounting in any 12-month period is free; you will be charged a reasonable, cost-based fee for each subsequent accounting you request within the same twelve-month period. We will notify you of the fee upon your request so that you can decide if you want to continue to process your request. The right to receive this accounting information is subject to certain exceptions, restrictions, and limitations.

COMPLAINTS: If you believe your privacy rights have been violated, you may file a written complaint with the Privacy Officer, Akron Plastic Surgeons, Inc., 1 Park West Blvd, Suite # 350, Akron, Ohio 44320. You may also file a complaint in writing with the Secretary of the U.S. Department of Health and Human Services in Washington D.C., within 180 days of the alleged violation. There will be no retaliation for filing a complaint.

This Notice of Privacy Practices is effective April 14th, 2003.

ADDITIONAL INFORMATION

If you have questions or need additional assistance regarding this Notice, you may contact the Privacy Officer at Akron Plastic Surgeons, Inc. The address is: 1 Park West Blvd, Suite # 350, Akron, OH 44320. Phone 330-253-9161.