

HIPAA Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed per the Health Insurance Portability and Accountability Act of 1996 (HIPAA). It also describes how you can get access to this information. Please review it carefully.

Protected Health Information Protected Health Information (PHI) is about you, is obtained from you, as a record of your contacts and or visits for healthcare services with Stockton Dermatology. Specifically, PHI is information that may identify you including demographic information (i.e. name, address, phone, etc.) and relates to your past, present or future physical or mental health condition and related healthcare services.

Stockton Dermatology is required by the HIPAA Act of 1996 to follow specific rules on maintaining the confidentiality of you PHI, how our staff uses your information, and how we disclose or share this information with other healthcare professionals involved in your care and treatment. This notice describes your protected health information to provide your treatment, obtain payment for services you receive, manage our healthcare operations and for other purposes that are permitted or required by law.

If you have questions about this notice, please contact the Privacy Officer at 480.610.6366.

Your Rights Under the HIPAA Act of 1996

You have the right to receive and we are required to provide you with a copy of this Notice of Privacy Practices. We are required to follow the terms of this notice. We reserve the right to change the terms of our notice, at any time. If needed, new version of this notice will be effective for all PHI that we maintain at that time. Upon our request we will provide you with a revised Notice of Privacy Practice if you call our office and request a copy of the revision be sent to you via US Postal Services at your next visit.

You have the right to authorize other use and disclosure. This means you have the right to authorize or deny any other use or disclosure of PHI not specified in this notice. You may revoke an authorization, at any time, in writing, except to the extent that your physician or our office has taken an action in reliance on the use or disclosure indicated in the authorization.

You have the right to designate a personal representative. This means you may designate a person with the delegated authority to consent to, or authorize the use or disclosure of your PHI.

You have the right to inspect and copy your PHI. This means you may inspect and obtain a copy of your PHI that is contained in your patient record.

You have the right to request a restriction of your PHI. This means you may ask us, in writing, not to use or disclose any part of your PHI for the purposes of treatment, payment or healthcare operations. You may also request that any part of your PHI be disclosed to family members or friends who may be involved in your care or for notification purposes as described in this Notice of Privacy Practices. **In certain cases, however, we may deny your request for a restriction and/or we may refuse to treat your condition.**

You may have the right to amend your PHI. You may request an amendment of your PHI for as long as we maintain this information. In certain cases, we may deny your request for an amendment.

You have the right to request a disclosure accountability. You may request a listing of your PHI disclosures we have made to entities outside our office.

Complaint Procedures You may contact our office with any complaints you may have regarding this privacy policy. Or, if you believe we have violated our privacy rights, you may contact the Secretary of Health and Human Services. You may file a complaint with us by notifying our Compliance Officer of your complaint.

How We May Use or Disclose Your PHI Following are examples of the use and disclosures of your PHI that are permitted to make. These examples are not meant to be exhaustive, but to describe the types of uses and disclosures that may be made by our office.

For Treatment. We may use and disclose you PHI to provide, coordinate or manage your healthcare and related services. This includes the coordination o management of you healthcare with a third party that is involved in your care and treatment (i.e. a pharmacy, laboratory and/or other physicians who my be involved in your care and treatment. We may also call you by name in the waiting room when your provider is ready to see you. We may also use or disclose you PHI as necessary to contact you to remind you of you appointment. We may contact you by phone or other means to provide results from exams or test and to recommend treatment alternatives regarding your care. And we may contact you to provide information about health related benefits and services offered by our office.

For Payment. Your PHI will be used, as needed to obtain payment for services rendered by our practice. This may include certain activities that your insurance carrier may undertake prior to approving or paying for healthcare services we recommended for you such as; determining eligibility or coverage of insurance benefits, reviewing services provided to your for medical necessity, and undertaking utilization review activities.

For Healthcare Operations. We may use or disclose, as needed, your PHI in order to support the business activities of our practice. This includes, but is not limited to business planning and development, quality assessment and improvement, medical review, legal services and auditing functions. It also includes education, provider credentialing, certification, underwriting, rating, or other insurance related activities. Additionally, it includes business administrative activities such as customer service, compliance with privacy requirements, internal grievance procedures, due diligence in connection with the sale or transfer of assets, and creating de-identified information.

Other Permitted and Required Uses and Disclosures We may also use and disclose you PHI in the following instances.

HIPAA Notice of Privacy Practices

HIPAA Patient Information Form

You may have the opportunity to agree or object to the use or disclosure of all or part of your PHI.

To Others Involved in Your Healthcare. Unless you object we may disclose to a member of your family, a relative, a close friend or any other person you designate, your PHI that directly relates to that persons' involvement in your healthcare. If you are unable to agree or object to such disclosure of such information as necessary, we may determine it is in your best interest based upon our professional judgment. We may use or disclose PHI to notify or assist in notifying a family member, personal representative or any other person that is responsible for your care, general condition or death. If you are not present or able to agree or object to the use or disclosure of PHI, then your physician, using professional judgment, will determine whether the disclosure is in your best interest. In this case, only the PHI that is relevant in your healthcare will be disclosed.

As Required by Law. We may use or disclose your PHI to the extent that law requires the use or disclosure.

For Legal Proceedings. We may disclose PHI in the course of any judicial or administrative proceedings, in response to an order of the court or administrative tribunal (to the extent disclosure is expressly authorized) in certain conditions in response to a subpoena, discovery request or other lawful process.

For Public Health. We may disclose your PHI to any Federal State public health authority that is permitted by law to collect or receive the information, including but not limited to the following entities:

- Center for Communicable Diseases
- Health Oversight
- Cases of Abuse or Neglect
- Department of Food and Drug Administration
- Various Law Enforcement Agencies
- Coroners, Funeral Directors and Organ Donation Organizations
- Military Activity and National Security
- Worker's Compensation
- When an Inmate

Other Required Uses and Disclosures Under the law, the HIPAA Act of 1996, we must make disclosures about you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the requirements of the law.

Thank you for your continued confidence in Dr. Toni C. Stockton, MD, FAAD, and the rest of the staff of Stockton Dermatology.

The Department of Health and Human Services has established a 'Privacy Rule' as part of The HIPAA Act of 1996 to help insure that personal health care information is protected for privacy. The HIPAA Act was also created in order to provide a standard for health care providers to obtain their patients' consent for use and disclosure of health information about the patient to carry out treatment, payment or health care operations.

As our patient we want you to know that we respect the privacy of your personal medical records and will do all we can to secure and protect that privacy. WE strive to always take reasonable precautions to protect your privacy. When it is appropriate and necessary, we provide the minimum necessary information to only those we feel are in need of your health care that is in your best interest.

We also want you to know that we support your full access to your personal medical records. We may have indirect treatment relationships with you (such as laboratories that only interact with physicians and not patients) and may have to disclose personal health information for treatment, payment or healthcare operations. These entities are most often not required to obtain patients consent.

You may refuse to consent to the use or disclosure of your personal health information, but this must be in writing. Under this law, we have the right to refuse to treat you should you chose not to disclose your Personal Health Information (PHI). If you choose to give consent in this document, at some future time you may request to refuse all or part of your PHI. You may not revoke actions that you have already been taken which relied on this or a previously signed consent.

If you have any objection to this form, please ask to speak with our HIPAA Compliance Officer. You have the right to review the above privacy notice. Signing below signifies that you have had the opportunity to view the privacy notice. You may request a copy or read a copy located in the waiting room.

Printed Name _____

Patient Signature _____ Date _____

Witness _____ Date _____

Provider _____ Date _____

You authorize sharing of your Personal Health Information (PHI) with someone else? No Yes
If yes, who? _____

Compliance Assurance Notification for Our Patients

The misuse of Personal Health Information (PHI) has been identified as a national problem causing patients inconvenience and money. We want you to know that our entire staff continually undergoes training so that they may understand and comply with government rules and regulations regarding the Health Insurance Portability and Accountability Act (HIPAA) of 1996, with particular emphasis on the 'Privacy Rule.' We strive to achieve the highest standards of ethics and integrity in performing services for our patients.

It is our policy to properly determining the appropriate use of PHI in accordance with governmental rules, laws and regulations. We want to ensure that our practice never contributes in any way to the growing dilemma of improper disclosure of PHI. As part of the plan, we have implemented a Compliance Program that we believe will help us prevent any inappropriate use of PHI.

We also know we are not perfect. Because of this fact, our policy is to listen to our employees and patients without any thought of penalization. If you feel that an event in any way compromises our policy of integrity. More so, we welcome your input regarding any service problem so that we may resolve the situation promptly.

Thank you for your continued confidence in us.