



EAST LAKE  
PLASTIC SURGERY CENTER

## NOTICE OF PRIVACY PRACTICES FOR PROTECTED HEALTH INFORMATION

**This notice describes how medical information about you may be used and disclosed and how you may get access to this information. Please review it carefully.**

### **We Safeguard Information about Your Health and Person:**

We collect information from you and store it in a medical record as well as on a computer. Charts are stored in a secure area and available only to a designated staff and only for designated reasons. Housekeeping, maintenance and other non-office personnel have no access to the chart area. Service technicians may have access to the computer, but only for service of computer operations.

### **Typical Uses and Disclosures of Medical Information:**

We collect medical information from you. Within our office, we restrict the disclosure of the information to doctors, nurses, technicians and insurance and billing personnel. **We may use your medical information for treatment and care, payment to insurers and for healthcare operations.** Outside our office, we restrict the disclosure to those people, entities and agencies for whom you authorize disclosure such as other healthcare providers (doctors, nurses, extended care facilities), insurance companies, billing agencies, hospitals and surgery sites, or those agencies and entities for whom legal and administrative requirements demand disclosure such as:

- When required by law
- Public health activities (death, child abuse, neglect, domestic violence, problems with products, reactions to medications, product recalls, disease/infection exposure, disease/injury/disability control/prevention)
- Health oversight activities (audits, investigations, inspections)
- Judicial and administrative proceedings (court order)
- Appropriate law enforcement requests (to identify or locate a suspect, fugitive, material witness, or missing person)
- Deceased person information to coroners, medical examiners, funeral directors
- Organ and tissue donation
- Research, provided authorization is IRB-approved or privacy board-approved
- Emergencies or to avert serious threat to health or safety
- Specialized government functions (military, inmates)
- Workers Compensation
- Disaster Relief and Fund-raising

We will not use or disclose your medical information for any purpose not listed without your specific written authorization. Any specific written authorization you provide may be revoked at any time by writing to us.

# Patient Privacy Rights

(Notice of Privacy Practices for Protected Health Information)

## You Have The Right To:

- Inspect and request copies of your medical information from your chart. Your request must be submitted in writing to the contact person (Privacy Officer) listed at the end of this notice. Copies are subject to charges of \$1.00 per page for the first 25 pages. Each additional page in excess of the first 25 pages will be subject to charges of \$0.25 per page. Copies made for Workers Compensation will be subject to a charge of \$0.50 per page. Postage charges will apply if you request to have the copies mailed to you. We must respond within 30 days if the record is readily available and within 60 days if it is not readily available.
- Request that we amend medical information in your chart. You may identify inaccurate or incomplete information in your chart. Your request must be submitted in writing to the contact person (Privacy Officer) listed at the end of this notice. We must respond within 60 days. We may deny your request if we did not create the information you wanted changed or for certain other reasons. If we deny your request, we will provide you with a written explanation. You may respond with a statement of disagreement that will be added to the information you wanted changed. If we accept your request to change the information, we will make reasonable effort to tell others, including people you name, of the change and to include the changes in any future sharing of that information.
- Receive an accounting of any disclosures made from your record over the last six years, starting April 14, 2003. You can get this with a written request directed to our office. We must respond within 60 days.
- Request that we place additional restrictions on our use or disclosure of your medical information. We are not required to agree to these additional restrictions, but if we do, we will abide by our agreement (except in the case of an emergency).
- Request that we communicate with you about your medical information by different means or to different locations. Your request must be made in writing to the contact person (Privacy Officer) listed at the end of this notice.
- Receive a copy of this notice by printing it or with a written request directed to this office, and a copy of this notice will be given with all new patient packets.

We may contact you for appointment reminders and we may provide you with information about health-related or product benefits and services.

Each patient is given a copy of the Privacy Notice and an opportunity to review and understand it.

## Our Responsibility Under HIPAA:

- We are required by law to maintain the privacy of your personal health information, and to provide you notice of our legal duties and privacy practices and adhere to this notice.
- We reserve the right to make changes to this notice. If any changes are made, we will post a notice that changes have been made and their effective date of the changes. Copies will be made available.

If you have any questions about this notice or if you think that we may have violated your privacy rights, please contact us. You can submit a complaint about our privacy policy or its execution, either verbally or in writing, to our **PRIVACY OFFICER** at: **East Lake Plastic Surgery Center\*\*Isidoros Moraitis, M.D., P.A.\*\* 3890 Tampa Road Suite 406\*\*Palm Harbor, FL 34684\*\*Phone: (727)-773-9796\*\*Fax: (727)-773-9429**

If you get no resolution to your complaint, you may send a written statement to this office or the Secretary of Health and Human Services.

**Effective Date Privacy Policy: April 14, 2003**

Amended Dates: