

## NOTICE OF PRIVACY PRACTICES

Effective: April 14, 2003

Obstetrics & Gynecology Associates is committed to protecting your personal health information. Personal health information may include such items as medical notes from your doctor, a claim from your provider listing your diagnosis or a medical treatment that you received or laboratory test results. This notice about protecting your health information is required by law. It tells you about your rights and how we use and disclose your health information.

### YOUR HEALTH INFORMATION RIGHTS

- Request a restriction on certain uses and disclosures of your health information; however, we are not required to approve your request.
- Request that we notify you about your health information in a way or at a location that will help you keep your health information confidential.
- Receive a list of disclosures we have made of your health information.
- In writing at any time, withdraw your permission for us to disclose your health information, except for the information that we disclosed before you stopped your permission.
- Review and obtain a copy of your own health information.
- Ask us to change your health information if you believe it is incorrect or incomplete. We may deny your request and, if so, will give you the reason(s) why the request was denied.
- Receive a paper or electronic copy of this Notice of Privacy Practices upon request.

### HOW OBSTETRICS & GYNECOLOGY ASSOCIATES MAY USE OR DISCLOSE YOUR HEALTH INFORMATION

**FOR TREATMENT:** We may use and disclose your health information to help you receive medical treatment and services

**PAYMENT:** We may use and disclose your health information to obtain payment for your medical treatment and services.

**HEALTH CARE OPERATIONS:** We may use and disclose your health information to conduct medical office activities.

**REQUIREMENTS BY LAW:** We may use and disclose your health information when required to do so by law.

- To reply to proper requests for your health information from a court or other legal agency.
- To report information for public health, such as reporting victims of abuse, neglect or domestic violence or reporting to the Food and Drug Administration problems with products or reactions to medications.
- To report information for public safety, such as to prevent the spread of a serious threat to the health or safety of a particular person or the general public.
- To assist law enforcement officials, such as the police, in their law enforcement duties.
- To allow funeral directors, medical examiners, or coroners to carry out their lawful duties, such as to complete a death certificate for the state.
- To comply with laws and regulations related to Workers' Compensation.
- To allow other government agencies to provide you with benefits and services.

**HEALTH OVERSIGHT ACTIVITIES:** We may disclose your health information to government health agencies for health oversight reasons, such as program audits or licensure reviews.

**RESEARCH:** We may use your health information for approved research purposes, such as for a study to cure a disease.

**SPECIAL GOVERNMENT FUNCTIONS:** We may use your health information for such as protection of public officials or reporting to various branches of the armed services, may require the use or disclosure of your health information.

### OBLIGATIONS OF OBSTETRICS & GYNECOLOGY ASSOCIATES

- Maintain the privacy of your protected health information
- Provide you with this Notice of its legal duties and privacy practices with respect to your health information.
- Obtain your written authorization to use or disclose your health information for reasons other than those listed in this Notice and permitted by law.
- Abide by the terms of this Notice that are currently in effect.
- Notify you if we are unable to agree to a requested restriction on how your information is used or disclosed.
- Allow reasonable requests you may make to notify you about your health information in a way or at a location that will help you keep your health information confidential.

Obstetrics & Gynecology Associates reserves the right to change its information practices. The new provisions will be effective for all protected health information that Obstetrics & Gynecology Associates maintains. Revised notices will be made available to you by written notices and on the Obstetrics & Gynecology Associates website at [www.lewisvilleobgyn.com](http://www.lewisvilleobgyn.com).

### COMPLAINTS:

If you have a complaint about how Obstetrics & Gynecology Associates handles your health information, or if you otherwise believe that your privacy rights have been violated by Obstetrics & Gynecology Associates your complaint should be directed to:

**Obstetrics & Gynecology Associates 500 W. Main #310 Lewisville, TX 75057 (972) 420-1470  
Attention: Privacy Official**

If you are not satisfied with the manner in which Obstetrics & Gynecology Associates handles a complaint, you may submit a formal complaint to the U.S. Secretary of Health & Human Services in Washington, DC.

There will be no retaliation by Obstetrics & Gynecology Associates if you file a complaint.