

NOTICE OF PRIVACY PRACTICES

Updated August 2020

This notice describes how medical information about you may be used and disclosed and how you can gain access to this information.

Please review this notice carefully.

USES AND DISCLOSURES

Treatment: Your health information may be used by staff members or disclosed to other healthcare professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment. For example, results of laboratory tests and procedures will be available in your medical record for all health professionals who may provide treatment or who may be consulted by staff members.

Payment: Your health information may be used to seek payment from your health plan. For example, your health plan may request and receive information on dates of service, the services provided, and the medical condition being treated. However, if you pay for your care or treatment completely out of pocket with no use of any insurance, you may restrict the disclosure of your PHI for payment.

Health Care Operations: Your health information may be used as necessary to support the day-to-day activities and management of Suzanne H. Grantham, PMHNP's office. For example, information on the services you received may be used to support budgeting and financial reporting, and activities to evaluate and promote quality.

Law Enforcement: Your health information may be disclosed to law enforcement agencies to support government audits and inspections, to facilitate law-enforcement investigations, and to comply with government mandated reporting.

Public Health Reporting: Your health information may be disclosed to public health agencies as required by law. For example, we are required to report certain communicable diseases to the state's public health department.

Other uses and disclosures require your authorization. Disclosure of your health information or its use for any purposes other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information, you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us of your decision to revoke your authorization.

Suzanne H. Grantham, PMHNP

1101 S. Capital of Texas Hwy, Building A, Suite 200
Austin, Texas 78746

Office: 512.617.6746
Fax: 512.329.5522 / 512.387.8824

Without your authorization, we are expressly prohibited to use or disclose your protected health information for marketing purposes when financial remuneration (compensation for services performed) is involved. We may not sell your protected health information without your authorization. We may not use or disclose most psychotherapy notes contained in your protected health information. We will not use or disclose any of your protected health information that contains genetic information that will be used for underwriting purposes.

ADDITIONAL USES OF INFORMATION

Appointment Reminders: Your health information will be used by our staff to send you appointment reminders.

Fundraising and Marketing: *We do not participate in fundraising efforts or marketing activities* and we will not use your name and address to support any fundraising efforts or to provide you with information about services available at our practice.

INDIVIDUAL RIGHTS

You have certain rights under the federal privacy standards. These include:

- ❖ The right to request restrictions on the use and disclosure of your protected health information.
- ❖ The right to receive confidential communications concerning your medical condition and treatment.
- ❖ The right to inspect and copy your protected health information.
- ❖ The right to amend or submit corrections to your protected health information.
- ❖ The right to receive an accounting of how and to whom your protected health information has been disclosed.
- ❖ The right to receive a printed copy of this notice.

OUR OFFICE'S DUTIES

We are required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices. We are also required to abide by the privacy policies and practices outlined in this notice. In the event of a breach of unsecured protected health information, if your information has been compromised, it is our duty to notify you.

RIGHT TO REVISE PRIVACY PRACTICES

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Upon request, we will provide you with the most recently revised notice on any office visit.

The revised policies and practices will be applied to all protected health information we maintain.

REQUESTS TO INSPECT PROTECTED HEALTH INFORMATION

You may generally inspect or copy the protected health information that we maintain. As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing.

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You may obtain a form to request access to your records by contacting our Administrative Assistant or our Office Manager. Your request will be reviewed and will generally be approved unless there are legal or medical reasons to deny the request.

COMPLAINTS

If you would like to submit a comment or complaint about our privacy practices, you can do so by sending a letter outlining your concerns to:

Suzanne H. Grantham, PMHNP
1101 S. Capital of Texas Highway
Building A, Suite 200
Austin, Texas 78746

If you believe that your privacy rights have been violated, you should call the matter to our attention by sending a letter describing the cause of your concern to the same address. You will not be penalized or otherwise retaliated against for filing a complaint.

CONTACT PERSON

The name and address of the person you may contact for further information concerning our privacy practices is:

Suzanne H. Grantham, PMHNP
1101 S. Capital of Texas Highway
Building A, Suite 200
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This notice is effective on or after August 19th, 2020.