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#### NOTICE OF PRIVACY PRACTICES: PATIENT SUMMARY

Batish Family Medicine employees are committed to protecting your personal health information and privacy.

We will use your information to provide you care and treatment, create a record of the care and services you receive, bill your insurance in a timely fashion and operate our facility in a diligent manner.

We will safeguard your information and share it only with those who need or are entitled to know. We will obtain your permission for other use or disclosure.

You may ask to see, change, restrict or obtain a copy of your information and file a formal complaint if we fail to assure your privacy in information confidentiality.

#### For more details, the full version of Notice of Privacy Practices is available at the front desk

- A. We have a legal duty to protect health information about you.
- B. We may use and disclose Protected Health Information (PHI) about you without your authorization in the following circumstances.
  - 1. We may use and disclose PHI about you to provide health care treatment to you.
  - 2. We may provide your health care information to a health information exchange (HIE)
  - 3. We may use and disclose PHI about you to obtain payment for services.
  - 4. We may use and disclose PHI about you for health care operations.
  - 5. We may use and disclose PHI under other circumstances without your authorization or a chance to agree or object.
  - 6. You can object to certain uses and disclosures.
  - 7. We will ask for your written authorization for certain activities
  - 8. We may contact you with information about treatment, services, products or health care providers.
  - 9. We may contact you for fundraising activities.
- C. You have several rights regarding PHI about you.
  - 1. You have the right to request restrictions on uses and disclosures of PHI about you.
  - 2. Minor's consent is sufficient for certain medical health services.
  - 3. You have the right to request different ways to be in touch with you.
  - 4. You have the right to see and copy PHI about you.
  - 5. You have the right to request a change to PHI about you.
  - 6. You have the right to a listing of disclosures we have made.
  - 7. You have a right to receive notice of a breach.
  - 8. You have a right to a copy of this Notice.
- D. You may file a complaint about our privacy practices.
- E. Effective date of this Notice is September 23, 2013.