

Pearland Psychiatry

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Notice of HIPAA Privacy Practices

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

Our Responsibilities:

The confidentiality of your personal health information is of utmost important to us. Your health information includes records that Pearland Psychiatry and its employees and volunteers create and/or obtain when we provide you care. It also includes bills, insurance claims, or other payment information that we maintain related to your care.

Your Rights and Your Records:

I. You may request that Pearland Psychiatry restrict certain uses and disclosures of your health information; please note that we are not required to agree to a requested restriction.

II. You may request that Pearland Psychiatry communicate with you by alternative means, such as making records available for pick-up, or mailing them to you at an alternative address, such as a P.O. Box. Pearland Psychiatry will accommodate reasonable requests for confidential communications.

III. You may request to review, and/or to receive a copy of, the health information about you that is maintained in our files. If Pearland Psychiatry is unable to satisfy your request, we will tell you in writing the reason for the denial and your right, if applicable, to request a review of our decision.

IV. You may request that Pearland Psychiatry amend the health information about you that is maintained in our files. Your request must include an explanation on why you believe our records about you are incorrect, or otherwise require amendment. If unable to comply with your request, Pearland Psychiatry will tell you in writing the reason for the denial and tell you how you may contest the decision, including your right to submit a statement (No

more than two pages of 8x11 legal size paper) disagreeing with the decision. This statement will be added to your patient records.

V. You may request a list of our disclosures of your health information. This list will not necessarily include certain disclosures, such as those made for treatment, payment, or health care operations. Pearland Psychiatry will provide you the accounting free of charge, however if you request more than one list of disclosures in any 12 month period, we may impose a reasonable, cost-based fee for any subsequent request. Your request must include the period of time in which you are interested.

Note: In order to exercise any of your rights described above, you must submit the request for a list of disclosures in writing. If you have questions about your rights, please feel free to speak with our front-desk person, available in person or by phone, during normal office hours.

How We Collect Information About You:

Pearland Psychiatry collects data through a variety of means including but not necessarily limited to letters, phone calls, emails, voice mails, and from the submission of applications that is either required by law, or necessary to process applications or other requests for assistance through our organization.

What We Do Not Do With Your Information:

Information about your financial situation and medical conditions and care that you provide to us in writing, via email, on the phone (including information left on voice mails), contained in or attached to applications, or directly or indirectly given to us, is held in strictest confidence.

We do not give out, exchange, barter, rent, sell, lend, or disseminate any information about applicants or clients who apply for or actually receive our services that is considered patient confidential, is restricted by law, or has been specifically restricted by a patient/client in a signed HIPAA consent form.

How We Do Use Your Information:

Under federal law, we are permitted to use and disclose personal health information without authorization for treatment, payment, and health care operations.

Information is only used as is reasonably necessary to process your application or to provide you with health or counseling services which may require communication between Pearland Psychiatry and health care providers, medical product or service providers, pharmacies, insurance companies, and other providers necessary to: verify your medical information is accurate; determine the type of medical supplies or any health care services you need including, but not limited to; or to obtain or purchase any type of medical supplies, devices, medications, insurance.

If you apply or attempt to apply to receive assistance through us and provide information with the intent or purpose of fraud or that results in either an actual crime of fraud for any reason including willful or not willful acts of negligence whether intended or not, or in any way demonstrates or indicates attempted fraud, your non-medical information can be given to legal authorities including police, investigators, courts, and/or attorneys or other legal professionals, as well as any other information as permitted by law.

Information We Do Not Collect:

We do not use cookies on our website to collect data from our site visitors. We do use some affiliate programs that may or may not capture traffic data through our site. To avoid potential data capture that you visited our psychiatry website simply do not click on any of our outside affiliate links.

To File a Complaint:

If you believe your privacy rights have been violated, you may file a written complaint by mailing it or delivering it to our contact person. You may complain to the Secretary of Health and Human Services (HHS) by writing to Office for Civil Rights, U.S. Department of Health and Human Services, 200 Independence Avenue, S.W., Room 509F, HHH Building, Washington, D.C. 20201; by calling 1-(800) 368-1019; or by sending an email to OCRprivacy@hhs.gov. You will not be penalized if you choose to file a complaint.

Revisions to this Notice:

We reserve the right to amend the terms of this Notice. If this Notice is revised, the amended terms shall apply to all health information that we maintain, including information about you collected or obtained before the effective date of the revised Notice. If the revisions reflect a material change to the use and disclosure of your information, your rights regarding such information, our legal duties, or other privacy practices described in

the Notice, you may obtain a revised Notice of HIPAA Privacy Practices by accessing the Pearland Psychiatry, website, calling the office and requesting a revised copy be sent by email, or asking for one at the time of your next appointment.

Revision Date: 11/17/2011