

Oklahoma City Clinic Notice of 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.

Oklahoma City Clinic uses health information about you for treatment, to obtain payment for treatment, for administrative purposes, and to evaluate the quality of care that you receive. Your health information is contained in a medical record that is the physical property of Oklahoma City Clinic.

How Oklahoma City Clinic May Use or Disclose Your Health Information

For Treatment. Oklahoma City Clinic may use your health information to provide you with medical treatment or services. For example, information obtained by a health care provider, such as a physician, nurse, or other person providing health services to you, will record information in your record that is related to your treatment. This information is necessary for health care providers to determine what treatment you should receive. Health care providers will also record actions taken by them in the course of your treatment and note how you respond to the actions. Oklahoma City Clinic may also provide information to consulting physicians and other health care providers not at Oklahoma City Clinic involved in your treatment.

For Payment. Oklahoma City Clinic may use and disclose your health information to others for purposes of receiving payment for treatment and services that you receive. For example, a bill may be sent to you or a third-party payor, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment or supplies used in the course of treatment.

For Health Care Operations. Oklahoma City Clinic may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the medical staff, risk or quality improvement personnel, and others to:

- evaluate the performance of our staff;
- assess the quality of care and outcomes in your cases and similar cases;
- learn how to improve our facilities and services; and
- determine how to continually improve the quality and effectiveness of the health care we provide.

Appointments. Oklahoma City Clinic may use your information to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual.

Required by Law. Oklahoma City Clinic may use and disclose information about you as required by law. For example, Oklahoma City Clinic may disclose information for the following purposes:

- for judicial and administrative proceedings pursuant to legal authority;
- to report information related to victims of abuse, neglect or domestic violence; and
- to assist law enforcement officials in their law enforcement duties: to report a crime on the premises and to report a crime in an emergency (if the clinic provides care to a patient in an emergency and it appears that the patient was involved in a crime).

Public Health. Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease (reporting of communicable diseases), injury, or disability.

Health Oversight Activities. Oklahoma City Clinic may disclose information about you to federal and state health oversight agencies such as Medicare and the State Department of Health, for audits, investigations and other activities that relate to the oversight of the health care system or government health benefit programs.

Decedents. Health information may be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.

Organ/Tissue Donation. Your health information may be used or disclosed for cadaveric organ, eye or tissue donation purposes.

Health and Safety. Your health information may be disclosed to avert a serious threat to the health or safety of you or any other person pursuant to applicable law.

Government Functions. Specialized government functions such as protection of public officials or reporting to various branches of the armed services that may require use or disclosure of your health information.

Workers Compensation. Your health information may be used or disclosed in order to comply with laws and regulations related to Workers Compensation.

Your Health Information Rights

You have the right to request a restriction or limitation on the information that we use or disclose about you for treatment, payment or health care operations, or that we disclose to someone who may be involved in your care, or payment for your care like a family member or friend. We will make every effort to accommodate reasonable requests you may make to communicate health information by alternative means or at alternative locations. While we will consider your request, we are not required to agree with it. We will notify you if we are unable to agree to a requested restriction on how your information is used or disclosed. If we do agree with it, we will comply with your request. To request a restriction, you must make your request in writing to Oklahoma City Clinic. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure or both; and (3) to whom you want the limits to apply (for example, disclosures to your spouse or parent). We will obtain your written authorization to use or disclose your health information for reasons other than those listed above and permitted under law.

You have the right to receive a paper copy of the Notice of Privacy Practices upon request, even if you have agreed to receive the notice electronically. You may pick up a copy of the Notice of Privacy Practices at any check-in desk or you may call and request that one be mailed to you.

Complaints

You may complain to Oklahoma City Clinic and to the Department of Health and Human Services if you believe your privacy rights have been violated. You will not be retaliated against for filing a complaint.

Obligations of Oklahoma City Clinic

Oklahoma City Clinic is required to:

- maintain the privacy of protected health information; abide by the terms of this notice; and
- provide you with this notice of its legal duties and privacy practices with respect to your health information and make a good faith effort to obtain acknowledgment that you have received this notice.

Oklahoma City Clinic reserves the right to change its information practices and to make the new provisions effective for all protected health information it maintains. Revised notices will be made available to you by means of mail notification or will be available for pick up at Oklahoma City Clinic.

If you have any questions or complaints, please contact:

Oklahoma City Clinic Privacy Officer

701 NE 10th

Oklahoma City, OK 73104

405-280-5852 ☎ toll free 1-877-280-5852

privacy@okcclinic.com (e-mail)

Effective 4/1/2003