

Notice of Privacy Practices

To My Patients:

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.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by us in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act gives you, the patient, significant rights to understand and control how your health information is used. As required by HIPAA, we have prepared this explanation of how we are required to maintain the privacy of your health information.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices in this regard.

We may use and disclose your medical records only for each of the following purposes: treatment, payment, and health care operations:

- **Treatment** means providing, coordinating, or managing health care and related services by one or more health care providers.
- **Payment** means obtaining reimbursement for services, confirming coverage, billing, or collection activities and utilization review.
- **Health Care Operations** include the business aspects of running our practice, and staff involvement in report writing and consultation with other professionals as requested, and with written authorization by the patients.

This notice is effective as of April 4, 2003 and we are required to abide by its terms. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice provisions effective for all protected health information that we maintain. We will post and you may request a written copy of a revised Notice of Privacy Practices from this office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file written complaint with our office, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

For more information please contact:

Dr. Carol A. Munschauer
605 LeBrun Road
Amherst, New York 14226
(716) 835-8288

For more information about HIPAA or to file a complaint:

US Dept. of Health & Human Services
Office of Civil Rights
200 Independence Avenue, SW
Washington, DC 20201
(202) 619-0257
(877) 696-6775 (Toll Free)