

Summary of the "Notice of Privacy Practices"

Drs. Jackson and Theis and their staff believe that privacy and confidentiality regarding personal medical information is important to every patient. We make every effort to secure each patient's privacy.

We want you to know there is a federal regulation (known as HIPPA) that governs the privacy of your medical information and how we use and share that information in the course of our regular business activities. This federal regulation requires us to provide you with a detailed description – a “Notice of Privacy Practices” (hereafter referred to as the “Notice”) of how we handle this information and protect your personal information.

The Notice in its entirety, which is available at the front desk upon request and is also available on our website: www.drspattyandjim.com, goes into great detail on how we may use and share your medical information in the course of treatment, payment, and health care (business) operations. In general, unless it is described in the Notice, we will NOT use or disclose your medical information without your written authorization. Without additional authorization, for example, we may use your information to:

- Enroll you as a patient with the practice.
- Determine your eligibility and benefits with your insurance carrier.
- Submit your claims for payment from your insurance carrier.
- Conduct pre-certification with your insurance carrier prior to a service or procedure.
- Conduct medical reviews, and chart audits internally and/or with your insurance carrier.
- Bill you or your responsible party for services.

Your information may be shared with the physicians or other providers who treat you, or with a company we hire to help us do our work. We may also disclose your medical information to your family members, friends and others, but only those you choose to involve in your health care or in the payment of your health care. Occasionally, we may impose a charge for providing your medical records to certain organizations or entities which you designate (most commonly, for legal proceedings or insurance applications) but usually not to other doctors involved in your care or treatment.

Although this occurs rarely, we may also use and disclose your medical information when required by law for various public interest activities, including regulatory oversight of our company (by the Centers for Disease Control, for example), law enforcement disaster relief, in response to a court order and certain other public benefit functions.

The federal privacy rules also give you certain rights, including the right to access and copy your medical records. Please review the entire Notice to learn about your rights and how to put them to use for you, as well as the procedure to voice complaints regarding privacy practices.

Maintaining your trust and confidence is our highest priority. Thank you for placing that trust in this practice. We welcome your comments or suggestions as it pertains to health information and how it is shared.

Drs. Jackson and Theis