



## Notice of Privacy Practices

We understand that information about you and your health is very personal, and we are committed to protecting the privacy of this information. Each time you visit a practitioner at Forget Me Not Medicine, we create a record of the care and services you receive. This record is necessary to provide you with high quality care and to ensure we are in compliance with certain legal requirements.

This Notice will describe the ways in which we may use and disclose your medical information. This Notice applies to your personal medical information, consisting of any information in our possession that would allow someone to identify you and learn something about your health. It does not apply to information that contains nothing that could reasonably be used to identify you.

We reserve the right to change the terms of this Notice at any time. Any revisions to this Notice will be applicable to all medical information we already have about you, as well as any of your medical information that we may receive, create or maintain in the future. A current copy of the Notice in effect will be available at the front desk area our office.

How we may use and disclose health information about you:

We may use your health information, or disclose it to others for a number of different reasons. This Notice describes these reasons. For each reason we have written a brief explanation. We also provide some examples. These examples do not include all of the specific ways we may use or disclose your information, but any time we use your information, or disclose it to someone else, it will fit one of the reasons listed here.

**Treatment:** We will use your health information to provide you with medical care and services. This means that our employees, staff, and practitioners may read your health information to learn about your medical condition and use it to make decisions about your care. For instance, a massage therapist may read your medical chart in order to care for you properly. We will also disclose your information to others who need it in order to provide you with medical treatment or services. For instance, we may send reports to your primary care physician.

**Payment:** We will use your health information and disclose it to others, as necessary, to obtain payment for the services we provide you. For instance, a staff member in our business office may use your health information to prepare a bill. We may send that bill and any health information it contains to your health insurance agency.

**Health Care Operations:** We may use your health information for activities that are necessary to operate this practice. This includes reading your health information to review the performance of our staff. We

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may also use your information and information of other patients to plan what services we need to provide, expand or reduce. We may disclose the health information, as necessary, to others who we contract with to provide administrative services. This includes our lawyers, auditors, management services providers, and consultants for instance.

**Legal Requirement to Disclose Information:** We will disclose your information when we are required by law to do so. This includes reporting information to government agencies that have the legal responsibility to monitor the health care system. For instance, we may be required to disclose your health information when we are required to do so by a court order or other judicial or administrative process.

**Public Health Activities:** We will disclose your health information when required to do so for public health purposes. This includes reporting certain diseases, births, deaths and reactions to certain medications. It may also include notifying people who have been exposed to a disease.

**To Report Abuse:** We may disclose your health information when the information relates to a victim of abuse, neglect or domestic violence. We will make this report only in accordance with the laws that require or allow such reporting or with your permission.

**Law Enforcement:** We may disclose your health information for law enforcement purposes. This includes providing information to help locate a suspect, fugitive, material witness or missing person or in connection with suspected criminal activity. We must also disclose your health information to a governmental agency investigating our compliance with privacy regulations.

**Specialized Purpose:** We may disclose the health information of members of the armed forces as authorized by military command authorities. We may disclose your health information for a number of other specialized purposes. We will only disclose as much information as is necessary for the purpose. For instance, we may disclose your information to coroners, medical examiners and funeral directors; to organ procurement organizations for organ, eye or tissue donations; or for national security, intelligence and the protection of the President. We may also disclose health information about an inmate with health care or to protect the health and safety of the inmate and others, and for the safety, administration and maintenance of the correctional institution. We may also disclose your health information to your employer for purposes of worker's compensation and work-site safety laws, for instance, to OSHA.

**To Avert a Serious Threat:** We may disclose your health information if we decide that the disclosure is necessary to prevent serious harm to the public or to an individual. The disclosure will only be made to someone who is able to prevent or reduce the threat.

**Family and Friends:** We may disclose your health information to a member of your family or to someone else that is involved in your medical care or payment for your care.

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Check the box on the accompanying signature page if you DO NOT want us to disclose your medical information to family and friends.

**Research:** We may disclose your health information in connection with medical research projects. Federal rules govern any disclosure of your health information for research purposes without your authorization.

**Information to Patients:** We may use your health information to provide you with additional information. This may include appointment reminders or giving you information about treatment options or other health related services we provide.

**Business Associates:** We may share your health information with another company that performs business services for us, such as management companies. If so, we will have a written contract to ensure that this company also protects the privacy of your health information.

**Marketing:** We will NOT use your health information for marketing communications.

**Emergencies:** We may use or disclose your health information if you need emergency treatment or if we are required by law to treat you, but are unable to obtain the written authorization. If this happens, we will try to obtain your written authorization as soon as we reasonably can after we treat you.

**Lawsuits and Disputes:** We may disclose your health information if required by law or by an order of a court that is handling a lawsuit or other dispute.