

# WOODBRIIDGE INTERNAL MEDICINE, PC

## Notice of Privacy Practices

In August 1996, President Clinton signed into the law the [Health Insurance Portability and Accountability Act \(HIPAA\)](#). The Act included provisions for health insurance portability, fraud and abuse control, tax related provisions, group health plan requirements; revenue offset provisions, and administrative simplification requirements.

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

**Purpose:** This Notice of Privacy Practice describes how we may use and disclose your Protected Health Information to carry out treatment, payment or healthcare operations and for other purposes permitted or required by law. Protected Health Information (MEDICAL RECORDS) is information that may identify the patient and that relates to the patient's past, present or future physical or mental health, and may include name, address, phone numbers and other identifying information.

We are required to give you this notice and to maintain the privacy of your Protected Health Information. We must abide by this notice, but we reserve the right to change the privacy practices described in it. A current notice will be available at our office for repeat viewing if such need should arise. If you believe that your privacy rights have been violated, you may complain to us or the U.S. Secretary of Health and Human Services. To file a complaint with us, you may send a letter describing the violation to the office at 2022 B Opitz Blvd, Woodbridge, VA 22191.

**Acknowledgement:** You will be asked to sign an Acknowledgement of receipt of this notice. The delivery of healthcare services will in no way be conditioned upon the signing of this acknowledgement.

**Your Privacy Rights.** You have the following rights relating to our protected health information: Obtain a copy of the current notice Inspect or obtain a copy of your records. Your request to obtain a copy of your medical records must be in writing. You may be charged a fee for the cost of faxing or mailing a copying your records. Request that we amend your record, if you feel the information is incomplete or incorrect. We are allowed to deny this request in certain circumstances and may ask you to put these request in writing and provide a reason that supports your request. Request in writing a restriction on certain uses and disclosures of your information. We are not required to agree to the requested restrictions in all circumstances. Obtain a record of certain disclosures of your medical records Make a reasonable request to have confidential communications of medical records sent to your by alternative means or at alternative locations. We will obtain your written permission for uses and disclosures of your medical records that are not covered by this notice or permitted by law. Submit any written requests to inspect copy or amend your records to the clinic address. Our Responsibilities. We are required to protect your Medical records, abide by the terms of the Notice, and make the notice available to you and to notify you if we are unable to agree to requested restriction of an alternative means of communicating.

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## **Examples of Uses and Disclosures:**

1. **We will use this for payment.** A bill will be sent to you and/or to your insurance company with information about your diagnosis, procedures and supplies used.
2. **Workers' Compensation:** Our practice may release your medical records for workers' compensation and similar programs.
3. **Public Health Risks:** Our practice may disclose your medical records to public health authorities that are authorized by law to collect information for purposes such as:
  - maintaining vital records, such as births and deaths
  - reporting child abuse or neglect
  - preventing or controlling disease, injury or disability
  - notifying a person regarding potential exposure to a communicable disease
  - notifying a person regarding a potential risk for spreading or contracting a disease or condition
  - reporting reactions to drugs or problems with products or devices
  - notifying individuals if a product or device they may be using has been recalled
  - notifying appropriate government agency(ies) and authority(ies) regarding the potential abuse or neglect of an adult patient (including domestic violence); however, we will only disclose this information if the patient agrees or we are required or authorized by law to disclose this information
4. **Lawsuits and Similar Proceeding:** Our practice may use and disclose your Medical Records in response to a court or administrative order, if you are involved in a lawsuit or similar proceeding. We also may disclose your medical records in response to a discovery request, subpoena, or other lawful process by another party involved in the dispute, but only if we have made an effort to inform you of the request or to obtain a court or administrative order protecting the information the party has requested.
5. **Serious Threats to Health or Safety:** Our practice may use and disclose your IIHI when necessary to reduce or prevent a serious threat of another individual or the public. Under these circumstances, we will only make disclosures to a person or organization able to help prevent the threat.
6. **Law Enforcement:** We may release medical records if asked to do so by a law enforcement official:
  - In an emergency, to report a crime (including the location or victim(s) of the crime
  - the description, identity or location of the perpetrator)
  - Regarding Criminal Conduct at our offices
  - In response to a warrant summons, court order, Subpoena, or similar legal process.
7. **Health Oversight Activities.** Our practice may disclose your IIHI to a health oversight agency for activities authorized by law. Oversight activities can include, for example, investigations, inspections, audits, surveys, licensure and disciplinary actions; civil, administrative, and criminal procedures or actions; or other activities necessary for the government to monitor government programs, compliance with civil rights laws and the health care system in general.