

VALLEY COLORECTAL SURGEONS

PROCTOLOGY & COLORECTAL SURGERY

CHARLES N. HEADRICK, M.D., F.A.C.S.

DANIEL S. GINGOLD, M.D., F.A.C.S.

JEFFREY P. LAKE, M.D., F.A.C.S.

Notice of Privacy Practices

This notice describes how personal health information about you may be used and disclosed and how you can get access to this information. Please review carefully.

We respect patient confidentiality and only release personal health information about you in accordance with the State and Federal Law. This notice describes our policies related to the use of the records of your case generated by Valley Colorectal Surgeons.

Privacy Contact: If you have any questions about this policy or your rights contact the Privacy Officer at (818) 387-8725.

USE AND DISCLOSURE OF PROTECTED HEALTH INFORMATION

In order to effectively provide you care, there are times when we will need to share your personal health information with others beyond Valley Colorectal Surgeons.

Treatment: With your permission, we may use or disclose personal health information about you to provide, coordinate or manage your treatment of care or any related services, including sharing information with others outside Valley Colorectal Surgeons with whom we are consulting with or referring you.

Payment: Information will be used to obtain payment for the treatment and services provided. This will include contacting your health insurance company for prior approval or planned treatment for billing purposes.

Healthcare Operations: We may use information about you to coordinate our business activities. This may include setting up your appointment, reviewing care, and training staff.

Information Disclosed Without Your Consent: Under State and Federal law, information about you may be disclosed without your knowledge.

Emergencies: Sufficient information may be shared to address the immediate emergency you are facing.

Follow-up Appointments/Care: We will be contacting you to remind you of future appointments or information about treatment alternatives and/or other health related benefits and services that may be of interest to you.

As Required by Law: This would include situations where we have a subpoena, court order, or are mandated to provide public health information, such as communicable diseases or suspected abuse and neglect, i.e. child abuse, elder abuse or institutional abuse.

Coroners/Funeral Directors: We may disclose personal health information to a coroner or personal health examiner and funeral directors for the purposes of carrying out their duties.

Governmental Requirements: We may disclose information to a health oversight agency for activities authorized by law, such as audits, investigations and licensure. There also might be a need to share information with the Food and Drug Administration related to adverse events or product defects. We are also required to share information, if requested, with the Department of Health and Human Services to determine our compliance with Federal Laws related to healthcare.

Criminal Activity or Danger to Others: If a crime is committed on our premises or against our personnel, we may share information with law enforcement to apprehend the criminal. We also have the right to involve law enforcement and to warn any potential victims when we believe immediate danger may exist to someone, or we believe you present a danger to yourself.

PATIENTS RIGHTS

You have the following rights under State and Federal Law:

Copy of Records: You are entitled to inspect the personal health record Valley Colorectal Surgeons has generated for you. We may charge you a reasonable fee for copying and mailing your record.

Release of Records: You may consent, in writing, the release of your records to others, for any purpose you choose. This could include your attorney, employer, or others who you wish to have knowledge of your care. You may revoke this consent at any time, but only to the extent that no action has been taken in reliance to your prior authorization.

Restriction of Records: You may ask us not to use or disclose part of the personal health information. This request must be in writing. Valley Colorectal Surgeons is not required to agree to your request if we believe it is in your best interest to permit the use and disclosure of the information. The request should be given to the Privacy Officer who will consult with the staff involved in your case to determine if the request can be granted.

Contacting You: You may have a request that we send information to another address or by alternate means. We will honor such a request as long as it is reasonable and we are assured that it is correct.

Amending Record: If you believe that something in your record is incorrect or incomplete, you may request to amend it. To do this, contact the Privacy Officer and ask for the Request to Amend Health Information form. In certain cases, we may deny your request. If we deny your request for an amendment, you have a right to file a statement saying that you disagree with us. We will then file our response and your statement and our response will be added to your record.

Accounting for Disclosures: You may request a list of any disclosure we have made related to your personal health information, except for information we used for treatment, payment or healthcare operations purposes, or that we shared with your family, or information that you gave us for a specific consent to release. It also excludes information we were required to release. To receive information regarding disclosure made for specific time periods no longer than six years and after October 1, 2010, please submit your request to our Privacy Officer. We will notify you of the cost involved in preparing this list.

Questions and Complaints: If you have any questions, or want a copy of this policy, or have any complaints, you may contact our Privacy Officer in writing at our office with Secretary of Health and Human Services if you believe that Valley Colorectal Surgeons has violated your Privacy Rights. We will not retaliate against you for filing a complaint.

Change in Policy: Valley Colorectal Surgeons reserves the right to change the Privacy Policy based on the needs of the practice and changes in State and Federal Laws.