



PARTNERS IN WOMEN'S HEALTH

Notice of Privacy Practices

**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.**

Uses and Disclosures

Treatment. Your health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment. For example, results of laboratory tests and procedures will be available in your medical record to all health professionals who may provide treatment or who may be consulted by staff members.

Payment. Your health information may be used to seek payment from your health plan, from other sources of coverage such as an automobile insurer, or from credit card companies that you may use to pay for services. For example, your health plan may request and receive information on dates of service, the services provided, and the medical condition being treated.

Health Care Operations. Your health information may be used as necessary to support the day-to-day activities and management of Partners In Women's Health. For example, information on the services you received may be used to support budgeting and financial reporting, and activities to evaluate and promote quality.

Law enforcement. Your health information may be disclosed to law enforcement agencies to support government audits and inspections, to facilitate law-enforcement investigations, and to comply with government mandated reporting as otherwise required by law.

Or otherwise required by law.

Notice To Minor Patients And Their Legal Guardians. HIPAA allows for parents or legal guardians to have access to minor's medical records. However, Kentucky law creates greater privacy rights in regard to certain matters than HIPAA. Kentucky law entitles minors to receive counseling and treatment for venereal disease, pregnancy, alcohol or other drug abuse or additions, contraception, or child birth all without the consent or notification of the parent, parents, or guardian of the minor patient. Should treatment requested by a minor patient be determined in our professional judgment to fall within the above referenced categories and be in the best interest of the minor patient we will treat the minor patient without notification of the parent(s). The treatment received by the minor patient will be confidential between the minor and this practice and will not be discussed or revealed to the parent or guardian without an authorization to do so from the minor.

The parent(s) or guardian and minor should be aware that if counseling or treatment is provided and processed by the medical carrier for the minor, an explanation of benefits or other insurance documentation may be sent to the minor's home in regard to the treatment. These are not documents generated by Partners In Women's Health and therefore we have no control over what information is disseminated in such documents. These documents may reveal that treatment has occurred and the type of treatment. Whatever information is revealed or contained in these documents is beyond the control of Partners In Women's Health.

Public health reporting. Your health information may be disclosed to public health agencies as otherwise required by law. For example, we are required to report certain communicable diseases to the state's public health department.

Other uses and disclosures require your authorization. Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure of information that occurred before you notified us of your decision to revoke your authorization.

Additional Uses of Information

Appointment reminders: Your health information will be used by our staff to send you appointment reminders.

Our software program (House calls - Automated Response Program) will be run by our staff to call your home to remind you of upcoming appointment date and time.

Information about treatments: Your health information may be used to send you information that you may find interesting on the treatment and management of your medical condition. We may also send you information describing other health-related products and services that we believe may interest you.

Individual Rights

You have certain rights under the federal privacy standards. These include:

- The right to request restrictions on the use and disclosure of your protected health information.
- The right to receive confidential communications concerning your medical condition and treatment.
- The right to inspect and copy your protected health information.
- The right to amend or submit corrections to your protected health information.
- The right to receive an accounting of how and to whom your protected health information has been disclosed
- The right to receive a printed copy of this notice.

Partners In Women's Health's Duties

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

We also are required to abide by the privacy policies and practices that are outlined in this notice.

Right to Revise Privacy Practices

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Upon request, we will provide you with the most recently revised notice on any office visit. The revised policies and practices will be applied to all protected health information we maintain.

Requests to Inspect Protected Health Information

You may generally inspect or copy the protected health information that we maintain. As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting Medical Records or the Privacy Officer. Your request will be reviewed and will generally be approved unless there are legal or medical reasons to deny the request.

Complaints

If you would like to submit a comment or complaint about our privacy practices, you can do so by sending a letter outlining your concerns to:

**Privacy Officer
Partners In Women's Health
3940 Dupont Circle
Louisville, KY 40207**

If you believe that your privacy rights have been violated, you should call the matter to our attention by sending a letter describing the cause of your concern to the same address.

You will not be penalized or otherwise retaliated against for filing a complaint.

Contact Person

The name and address of the person you can contact for further information concerning our privacy practices is:

**Privacy Officer
Partners In Women's Health
3940 Dupont Circle
Louisville, KY 40207
(502) 895-1111 ext. 1130**

Effective Date

This Notice is effective on or after April 14, 2003