



FLATIRONS DERMATOLOGY

NOTICE OF PRIVACY PRACTICES

As required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act HIPAA of 1996, this notice describes how your medical information (as a patient of this practice) may be used and disclosed, and how you can get access to this information. Please review the information carefully.

Flatirons Dermatology is dedicated to providing exceptional health care delivery to all of our patients. In compliance with HIPAA law, Flatirons Dermatology will maintain the privacy of your individually identifiable health information (IIHI). In addition, Flatirons Dermatology will provide all individuals with notice of its legal duties and privacy practices in regard to protected health information.

Flatirons Dermatology may use and disclose your individually identifiable health information in the following ways:

- For treatment
- To receive payment for treatment
- For any administrative and operational health care functions

Occasionally, other circumstances might occur when we may use or disclose your IIHI. We may disclose your IIHI to public health authorities that are authorized by law to collect information, or to a health oversight agency for activities authorized by law. We may also disclose your IIHI for lawsuits and similar proceedings, or if requested by a law enforcement official. When necessary, IIHI may be disclosed to reduce or prevent a serious threat to your health and safety or the health and safety of another individual. Your IIHI may also be released in the case of national security protection, or if you are a member of U.S. or foreign military forces and IIHI is requested by proper authorities.

You have the following rights regarding the IIHI that we maintain about you:

- You have the right to request in writing, an alternate method of communication of your health-related issues. Flatirons Dermatology will accommodate reasonable requests.
- You have the right to request in writing, restrictions on our use or disclosure of your IIHI for treatment, payment, or operational health care functions. We are not required to agree with your request. However, if agreed upon, we will honor your request unless otherwise required by law.
- You have the right to request in writing, any inspection or copying of your IIHI. This does not include psychotherapy notes. Flatirons Dermatology will assess a charge to cover the copying, mailing, and/or labor costs.
- You have the right to request in writing, an amendment of your health information if you believe it is incorrect or incomplete. We may deny your request if we believe the information is correct, not part of the IIHI kept by our practice, or not created by our practice.
- You have the right to request in writing, an accounting of non-routine disclosures. Non-routine disclosures consist of any health information that was disclosed for non-payment, non-treatment, or non-operations use. All requests for an accounting of disclosures must state a time period and may not include dates before April 24, 2003.
- You have the right provide an authorization for other uses and disclosures that are not identified by this notice or permitted by applicable law. Any authorization you provide to us regarding your IIHI may be revoked in writing at any time.
- You have the right to a paper copy of this notice of privacy practices. We reserve the right to revise or amend this Notice of Privacy Practices. Our office will post a copy of our current Notice of Privacy Practices in a visible location.
- You have the right to file a complaint. If you believe your privacy rights have been violated, you may file a complaint with our practice and/or the Secretary of the Department of Health and Human Services.