

Iliana E. Sweis, M.D., S.C.

Summary Notice of Privacy Practices

The following information is a summary of the **NOTICE OF PRIVACY PRACTICES**, which is attached, in full text. **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.**

This privacy notice applies to the individuals and organizations providing you service at Iliana E. Sweis, M.D., S.C. at 1535 Lake Cook Road, Suite 201, Northbrook, IL 60062. Some of the individuals or organizations providing you care and services at Iliana E. Sweis, M.D., S.C. also provide care at other locations and/or facilities. This notice only applies to individuals and entities providing care at Iliana E. Sweis, M.D., S.C. Other privacy practices may apply at different locations.

We are required by law to maintain the privacy of your medical information. We must provide you with a copy of this notice. We must follow the terms of this notice. If the notice is changed in any material way, a revised notice will be available upon request.

We will use your medical information for **Treatment**. For example, a member of our staff who is providing your care will report any changes in your condition to your doctor. We will use your medical information for **Payment**. For example, we may need to give your insurance plan information about your diagnosis, treatment and the supplies used. We will use your medical information for **Health Care Operations**. For example, we may use your medical information to evaluate our services. We may contact you at any phone number, mail or email address you have provided to us to remind you of an appointment or other health care matters or to obtain payment for our services.

We may use and disclose your medical information to inform you of treatment alternatives or other health related benefits and services. We may disclose your medical information to family members or others who are involved in your care or payment for that care. You must notify our Privacy Officer in writing if you do not want us to communicate with you in any of these ways.

We may use your medical information for any uses that are required or permitted by law. Other uses and disclosures will be made only with your written authorization. You may cancel an authorization at any time by notifying our Privacy Officer in writing.

You have the following rights: **Right to privacy notice; Right to request restrictions on uses and disclosures of your medical information; Right to receive confidential communications; Right to inspect and copy your medical information; Right to request an amendment to your medical information; and Right to an accounting of disclosures of your medical information.**

**Contact Information.** If you feel that your privacy rights have been violated, please contact our Privacy Officer at 847-291-3200 or the U.S. Secretary of Health and Human Services.

As indicated by my signature below I hereby acknowledge receipt and understanding of the *Notice of Privacy Practices*.

\_\_\_\_\_  
Signature of Patient or Personal Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of Patient

\_\_\_\_\_  
Printed name of Personal Representative and description of Personal Representative's authority to act on Patient's behalf