

Notice of Privacy Practices

Texas Sleep Medicine

The Health Information Portability and Accountability Act of 1996 (HIPAA) intends to protect individually identifiable health information by providing a common standard for uses and disclosure. It is essential that adequate access to your medical records be authorized in order to provide you the proper and desired quality of care. To this end, the practice restricts no individuals employed in this office from having access to your medical records. For information about this notice or our privacy practices and policies, please contact this practice's Privacy Officer.

How We May Use and Disclose Your Protected Health Information (medical records).

- Treatment - We are permitted to use and disclose your medical information to those involved in your treatment.
- Payment - We are permitted to use and disclose your medical information to any third party insurer for billing and collecting payment for the services provided to you.
- Health Care Operations. We are permitted to use or disclose your medical information for the purposes of activities that support this practice and ensure that quality care is delivered.

Your Rights Under Federal Privacy Regulations

- Requested Restrictions. You may request that we restrict or limit how your protected health information is used or disclosed for treatment, payment, or healthcare operations. We do not have to agree to this restriction, but if we do agree, we will comply with your request except under emergency circumstances.
- Receiving Confidential Communications by Alternative Means. You may request that we send communications of protected health information by alternative means or to an alternative location. This request must be made in writing to this practice's Privacy Officer. We are required to accommodate only reasonable requests.
- Copies of Protected Health Information. You may, in writing, request a copy of your medical records. Copies may be provided electronically or a paper copy within 15 days of receiving your request. We are permitted to charge a reasonable fee.
- Amendment of Medical Information. You may request an amendment of your medical information in the designated record set. Any such request must be in writing to this practice's Privacy Officer. We will respond within 60 days of your request. If we refuse to allow an amendment you are permitted to include a patient statement about the information at issue in your medical record. If we refuse to allow an amendment we will inform you in writing.
- Accounting of Certain Disclosures. You may, in writing, request an accounting of disclosures that are other than for treatment, payment, health care operations, or made via an authorization signed by you or your representative. Your first accounting of disclosures (within a 12 month period) will be free. For additional requests within that period we are permitted to charge for the cost of providing the list.

Disclosures That May Be Made WITHOUT Your Authorization

There are situations in which we are permitted by law to disclose or use your medical information without your written authorization or an opportunity to object. Your medical information may be released if disclosure of the information is required by law.

- Public Health, Abuse or Neglect, and Health Oversight. We may disclose your medical information for public health activities. Public health activities are mandated by federal, state, or local government for the collection of information about disease, vital statistics, or injury by a public health authority.
- Legal Proceedings and Law Enforcement. We may disclose your medical information in the course of judicial or administrative proceedings in response to an order of the court or other appropriate legal process. Certain requirements must be met before the information is disclosed. We may also release information if we believe the disclosure is necessary to prevent or lessen an imminent threat to the health or safety of a person.
- Workers' Compensation. We may disclose your medical information as required by the Texas Workers' Compensation Law.
- Inmates. If you are an inmate or under the custody of law enforcement, we may release your medical information to the correctional institution or law enforcement official.
- Military, National Security and Intelligence Activities, Protection of the President. We may disclose your medical information for specialized government functions such as separation or discharge from military service, requests as necessary by appropriate military command officers, authorized national security and intelligence activities, as well as authorized activities for the provision of protective services for the president of the United States, other authorized government officials, or foreign heads of state.
- Research, Organ Donation, Coroners, Medical Examiners, and Funeral Directors. When a research project and its privacy protections have been approved by an Institutional Review Board or privacy board, we may release medical information to researchers for research purposes. We may release medical information to organ procurement organizations for the purpose of facilitating organ, eye, or tissue donation if you are a donor. Also, we may release your medical information to a coroner or medical examiner to identify a deceased or a cause of death. We may release your medical information to a funeral director where such a disclosure is necessary for the director to carry out his duties.

If you are concerned that your privacy rights have been violated, you may contact this practice's Privacy Officer. You may also send a written complaint to the United States Department of Health and Human Services. We will not retaliate against you for filing a complaint with the government or us. The contact information for the United States Department of Health and Human Services is:

U.S. Department of Health and Human Services
HIPAA Complaint
7500 Security Blvd., C5-24-04
Baltimore, Maryland 21244

Privacy Officer – Texas Sleep Medicine
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512-440-5757 option 5