

## **Notice of Privacy Practices and Understanding the Use of Your Health Record**

Each time you visit Intown Primary Care, a record of your visit is made. Generally, this includes your symptoms, the examination findings, test results, diagnosis (es) and treatment or plan of care. This information is referred to by Intown Primary Care as your medical record and serves as:

- The basis for planning your care, treatment and follow-up
- Communication among the healthcare professionals who contribute to your care
- A legal document detailing the care you received
- A means by which you or a third-party payor may verify that the services billed were provided
- A tool to educate Intown Primary Care providers
- A potential resource for medical research data
- A source of information for public health officials chosen to improve the health of the nation
- A resource for marketing and planning by Intown Primary Care
- A tool for Intown Primary Care to access and continuously improve the care rendered

### **Understanding your health record and how its information may be used to assist you:**

- Ensure its accuracy
- Better understanding who, what, when, where and why others may assess your record
- Help in making informed decisions when authorizing disclosures to others

### **Your Health Information Rights:**

Your health record is the physical property of Intown Primary Care, however the information in it belongs to you. You have the right to:

- Request a restriction on certain uses or disclosures of your information
- Obtain a paper copy of this notice of information upon request
- Request to view and have a copy of your medical records (fees may be applied)
- Request an amendment of your medical record
- Request communications of your records by alternative means or at alternative sites
- Revoke in writing your authorization to use or disclose health information except to the extent that action has already been taken

### **Our Responsibility:**

Intown Primary Care is required by law to:

- Maintain the privacy of your health information
- Provide you with a notice as to our legal duties and privacy practices with respect to the information we collect and maintain about you
- Abide by the term within this notice
- Notify you of any restrictions concerning certain requests of uses
- Accommodate reasonable requests for communication of your medical record to be alternative means and/or alternative locations.

\*We reserve the right to change, modify and make new provisions effective for all protected health information we maintain. We will not use or disclose your protected health information without your authorization, except as described in this notice.

\*For more information or to report a problem, you may contact the practice administrator, Marion Johnson at 404-541-0944.