

FREE MEDICAL CLINIC OF THE OZARKS

P.O. Box 1167, Branson, MO 65615-1167

NOTICE OF PRIVACY PRACTICES

As required by the privacy regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA):

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review this notice carefully.

OUR COMMITMENT TO YOUR PRIVACY

Our practice is dedicated to maintain the privacy of the Protected Health Information (PHI). In conducting our business, we will create records regarding you and the treatment and services we provide you. We are required by law to maintain the confidentiality of health information that identifies you. We also are required by law to provide you with this notice of our legal duties and privacy practices that we maintain in our practice concerning your PHI. By federal and state law, we must follow the terms of the notice of privacy practices that we have in effect. We realize these laws are complicated, but we must provide you with the following important information":

- How we may use and disclose your PHI
- Your privacy rights
- Our obligation concerning the use and disclosure of your PHI

The terms of this notice apply to all records containing your PHI that are created or retained by our practice. We reserve the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will be effective for all of your records that our practice has created or maintained in the past, and for any of your records that we may create or maintain in the future. You may request a copy of our most current Notice at any time.

We may use and disclose your PHI in the following ways:

Treatment
Payment
Health care operations
Appointment reminders
Treatment options
Information about health-related benefits and services
Release of information to designated family/friends as necessary for your care

Use and disclosure of your PHI can be made in certain special circumstances:

Public health risks	Worker's compensation
Health oversight activities	To correctional institutions
Lawsuits and similar proceedings	National Security
Law enforcement officials	Military
Deceased patients	Serious threat to health or safety
Organ and tissue donation	Research

Your rights concerning your PHI:

Confidential communications
Requesting restrictions
Inspections and copies
Amendment to your medical record
Right to a paper copy of this notice
Right to provide an authorization for other uses and disclosures
Right to file a complaint
Accounting of disclosures

IF YOU HAVE ANY QUESTIONS REGARDING THIS NOTICE OR OUR HEALTH INFORMATION PRIVACY POLICIES, CONTACT US.