

**Request Amendment.** You have the right to request we amend your medical information if you believe that it is incomplete or inaccurate. You must make this request in writing to our Administrator stating exactly what information is incomplete or inaccurate and your reasoning that supports your request.

We are permitted to deny your request if it is not in writing or does not include a reason to support the request. We may also deny your request if:

- The information was not created by us, or the person who created it is no longer available to make the amendment.
- The information is not part of the record which you are permitted to inspect and copy.
- The information is not part of the designated record set kept by this practice.
- It is the opinion of the health care provider that the information is accurate and complete.

**Request Restrictions.** You have the right to request a restriction or limitation of how we use or disclose your medical information for treatment, payment, or health care operations. For example—you could request that we not disclose information about a prior treatment to a family member or friend who may be involved in your care or payment for care. Your request must be made in writing to the Administrator.

We are not required to agree to your request if we believe it is in your best interest to use or disclose that information. However if we do agree, we will comply with your request unless that information is needed for emergency treatment.

**An Accounting of Disclosures.** You have the right to request a list of the disclosures of your health information we have made outside of our practice that were not for treatment, payment, or health care operations. Your request must be made in writing and must state the time period for the requested information. You may not request information for any dates prior to April 14, 2003 (the compliance date for the federal regulation) nor for a period of time greater than six (6) years (our legal obligation to retain information).

Your first request for a list of disclosures within a twelve (12) month period will be free. If you request an additional list within twelve (12) months of the first request, we may charge you a fee for the costs of providing the subsequent list. We will notify you of such costs and afford you the opportunity to withdraw your request before any costs are incurred.

**Request Confidential Communication.** You have the right to request how we communicate with you to preserve your privacy. For example—you may request that we call you only at your work number or by mail at a special address or postal box. Your request must be made in writing and must specify how or where we are to contact you. We will accommodate all reasonable requests.

**File a Complaint.** If you believe we have violated your medical information privacy rights, you have the right to file a complaint with our Administrator or directly to the Secretary of Health and Human Services.

To file a complaint with our Administrator, you must put it in writing within one hundred and eighty (180) days of the suspected violation. Provide as much detail as you can about the suspected violation and send it to our Administrator, C/O Iowa Digestive Disease Center, 1378 NW 124th St., Suite 200, Clive, IA 50325. There will be no retaliation for filing a complaint.

#### **Uses or Disclosures Not Covered**

Uses or disclosures of your health information not covered by this notice may only be made with your written authorization. You may revoke such authorization in writing at any time and we will no longer disclose your health information for the reasons stated in your written revocation. Disclosures made in reliance on the authorization prior to the revocation are not affected by the revocation.

#### **For More Information**

If you have questions or would like additional information, you may contact our Administrator at:

515 288-6097

A copy of the complete text of this Notice of Privacy is available upon request.

# Notice of Privacy Practices



IOWA DIGESTIVE DISEASE CENTER

1378 NW 124th St.  
Suite 200  
Clive, IA 50325  
515 288-6097

*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.*

We are required by law to provide you with this notice explaining our privacy practices. It outlines how we may use and disclose your protected health information for treatment, payment, and for health care operations, as well as for other purposes that are permitted or required by law. You have certain rights regarding the privacy of your protected health information and the purpose of this document is to help you understand them.

## Ways in Which We May Use and Disclose Your Protected Health Information

The following paragraphs describe different ways that we use and disclose your protected health information. We have provided an example for each category, but these examples are not meant to be exhaustive. We assure you that all of the ways we are permitted to use and disclose your health information fall within one of these categories.

**Treatment.** We will use and disclose your protected health information to provide, coordinate, or manage your health care and any related services. We will also disclose your health information to other physicians who may be treating you. Additionally, we may from time to time disclose your health information to another physician who we have requested to be involved in your care. For example, we may disclose your health information to a specialist to who we have referred you for a diagnosis or to assist with treatment.

**Payment.** We will use and disclose your protected health information to obtain payment for the health care services we provide you. For example—we may include information with a bill to a third party payer identifying you, your diagnosis, procedures performed and supplies used in rendering the service.

**Health Care Operations.** We will use and disclose your protected health information to support the business activities of our practice. For example—we may use medical information about you to review and evaluate our treatment and services or to evaluate our staff's performance while caring for you. In addition, we may disclose your health information to third party business associates who perform billing, consulting, or transportation services for our practice.

## Other Ways We May Use and Disclose Your Protected Health Information

**Appointment Reminders.** We will use and disclose your protected health information to contact you. We may do this to remind you about scheduled appointment or treatment.

**Treatment Alternatives.** We will use and disclose your protected health information to a family member, a relative, a close friend, or any other person you identify as involved in your medical care or payment for care.

**Research.** We may use and disclose your protected health information to researchers provided the research has been approved. In order to receive approval the research proposal and established protocols must ensure the privacy of your protected health information. If the research requires the use of your protected health information, you must give us permission before it can be used.

**As Required by Law.** We will use and disclose your protected health information when required by federal, state, or local law.

**To Avert a Serious Threat to Public Health or Safety.** We will use and disclose your protected health information to a public attorney or safety officer who is permitted to collect or receive the information for the purpose of controlling disease, injury, or disability. If directed by that health authority, we will also disclose your health information to a foreign government agency this is collaborating with the public health authority.

**Workman's Compensation.** We will use and disclose your protected health information for worker's compensation or similar programs that provide benefits for work-related injuries or illness.

**Inmates.** We will use and disclose your protected health information to a correctional institution or law enforcement official if you are an inmate of that correctional institution or under the custody of a law enforcement official.

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## Your Health Information Rights

**A Paper Copy of This Notice.** You have the right to receive a paper copy of this notice and a copy of the complete text of our Notice of Privacy upon request. You may obtain a copy by asking our receptionist or by calling and asking us to mail you a copy.

**Inspection and Copy.** You have the right to inspect and copy the protected health information that we maintain about you in our designated record set for as long as we maintain that information. This designated record set includes your medical and billing records, as well as any other records we use for making decisions about you. By law, any psychotherapy notes that may have been included in records we receive about you are not available for your inspection or copying. We may charge you a fee for the costs of copying, mailing, or other supplies used in fulfilling your request.

If you wish to inspect or copy your medical information, you must submit your request in writing to our Administrator c/o Iowa Digestive Disease Center, 1378 NW 124th St. Suite 200 Clive, IA 50325. You may mail in your request, or bring it to our office. We will have thirty (30) days to respond to your request for information that we maintain at our practice site. If the information is stored off-site, we are allowed up to sixty (60) days to respond, but we must inform you of this delay.