

Notice of Privacy Practices

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.

Southeast Obstetrics and Gynecology, P.C is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices please contact:
Colleen Badger : 990 south avenue, suite 104, Rochester, New York 14620.
Tel 585-258-3000.

Effective Date of This Notice: April 14, 2003.

I. How Southeast Obstetrics and Gynecology, P.C may Use or Disclose Your Health Information

Southeast Ob-Gyn collects health information from you and stores it in a chart and on a computer. This is your medical record. The medical record is the property of Southeast Ob-Gyn, but the information in the medical record belongs to you. Southeast Ob-Gyn protects the privacy of your health information. The law permits Southeast Ob-Gyn to use or disclose your health information for the following purposes:

1. **Treatment.** Provision of women's healthcare, more specifically obstetrical and gynecologic care, by nurses, physicians, support staff and other healthcare providers or specialists as needed or as requested by you.
2. **Payment.** Claims containing diagnoses, treatments, tests and other rendered services may be disclosed to the insurance company for reimbursement purposes.
3. **Regular Health Care Operations.**
4. **Information provided to you.**
5. **Directory.** We may list your name, where you are located in our facilities, your general medical condition and your religious affiliation in our directory. This information may be provided to members of the clergy. This information, except your religious affiliation, may be provided to other people who ask for you by name. If you do not want us to list this information in our directory and provide it to clergy and others, you must tell us that you object.
6. **Notification and communication with family.** We may disclose your health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or in the event of your death. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or

object, our health professionals will use their best judgment in communication with your family and others.

7. Required by law. As required by law, we may use and disclose your health information.
8. Public health. As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.
9. Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.
10. Judicial and administrative proceedings. We may disclose your health information in the course of any administrative or judicial proceeding.
11. Law enforcement. We may disclose your health information to a law enforcement official for purposes such as identifying of locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.
12. Deceased person information. We may disclose your health information to coroners, medical examiners and funeral directors.
13. Organ donation. We may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues.
14. Research. We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board or Southeast Ob-Gyn privacy board.
15. Public safety. We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.
16. Worker's compensation. We may disclose your health information as necessary to comply with worker's compensation laws.
17. Marketing. We may contact you to provide appointment reminders or to give you information about other treatments or health-related benefits and services that may be of interest to you.
18. Change of Ownership. In the event that Southeast Ob-Gyn is sold or merged with another organization, your health information/record will become the property of the new owner.

II. When Southeast Obstetrics and Gynecology, P.C May Not Use or Disclose Your Health Information

Except as described in this Notice of Privacy Practices, Southeast Ob-Gyn will not use or disclose your health information without your written authorization. If you do authorize Southeast Ob-Gyn to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

III. Your Health Information Rights

1. You have the right to request restrictions on certain uses and disclosures of your health information. Southeast Ob-Gyn is not required to agree to the restriction that you requested.
2. You have the right to receive your health information through a reasonable alternative means or at an alternative location. Your requests must be in writing and must specify which information and where it may be sent. A reasonable fee may be assessed for copying and mailing.
3. You have the right to inspect and copy your health information.
4. You have a right to request that Southeast Ob-Gyn amend your health information that is incorrect or incomplete. Southeast Ob-gyn is not required to change your health information and will provide you with information about it's denial and how you can disagree with the denial.
5. You have a right to receive an accounting of disclosures of your health information made by Southeast Ob-Gyn, except that Southeast Ob-Gyn does not have to account for the disclosures described in parts 1 (treatment), 2 (payment), 3 (health care operations), 4 (information provided to you) and 5 (directory listings) of section I of this Notice of Privacy Practices.
6. You have a right to a paper copy of this Notice of Privacy Practices.

If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact

Colleen Badger@585-256-3000

IV. Changes to this Notice of Privacy Practices

Southeast Ob-Gyn reserves the right to amend this Notice of Privacy Practices at any time in the future, and to make the new provisions effective for all information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, Southeast Ob-Gyn is required by law to comply with this Notice.

V. Complaints

Complaints about this Notice of Privacy Practices or how Southeast Ob-Gyn handles your health information should be directed to:

Colleen Badger@ 990 south avenue, Rochester, New York 14620. Tel.:585-256-3000

If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to:

Department of Health and Human Services
Office of Civil Rights
Hubert H. Humphrey Bldg.
200 Independence Avenue, S.W.
Room 509F HHH Building
Washington, DC 20201