

DFW Asthma & Allergy Center

Notice of Privacy

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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.

DFW Asthma & Allergy Center 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. DFW Asthma & Allergy Center uses health information about you for treatment, to obtain payment for treatment for administrative purposes and to evaluate the quality of care that you receive. Your health information is contained in a medical record that is maintained by DFW Asthma & Allergy Center.

Your Health Information Rights

You have the right to:

- ❖ Obtain a paper copy of this notice of information practices upon request
- ❖ Inspect and copy your protected health information
- ❖ Request a restriction on certain uses and disclosures of your information, however, DFW Asthma & Allergy Center is not required to agree to a requested restriction. But if we do, we must abide by it. Exceptions may be made for the provision of emergency care.
- ❖ Amend your health record. DFW Asthma & Allergy Center accommodates individual requests to amend or correct your recorded health information if the information is erroneous or incomplete. If DFW Asthma & Allergy Center denies your request to change information, we will provide an explanation of denial and how you can appeal the decision.
- ❖ Request communications of your health information by alternative means or at alternative locations. Requests should be in writing and specify changes.
- ❖ Revoke your authorization to use or disclose health information except to the extent that action has already been taken; and
- ❖ Receive an accounting of all disclosures made regarding your health information. DFW Asthma & Allergy Center must provide an individual with an accounting of all disclosures of their recorded health information for the previous six years if not included in the exceptions below:

Tracking is not necessary in the following circumstances:

For disclosures to carry out treatment, payment and health care operations; for disclosures to the individual about his/her own recorded health information; for disclosures to a facility directory or to persons involved in the individual's care; for national security or intelligence purposes; for

disclosures to correctional institutions or law enforcement officers; for disclosures that occurred prior to the compliance date for the covered entity.

How DFW Asthma & Allergy Center May Use or Disclose Your Health Information

DFW Asthma & Allergy Center 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 DFW Asthma & Allergy Center, but the information in the medical record belongs to you. DFW Asthma & Allergy Center protects the privacy of your health information. The law permits DFW Asthma & Allergy Center to use or disclose your health information for the following purposes:

For Treatment: We may use your health information to provide you with medical treatment or services. For example, information obtained by a health care provider, such as a physician, nurse, or other person providing health services to you, will record information in your record that is related to your treatment. This information is necessary for health care providers to determine what treatment you should receive. Health care providers will also record actions taken by them in the course of your treatment and note how you respond to the actions.

For Payment: DFW Asthma & Allergy Center may use and disclose your health information to others for the purposes of receiving payment for treatment and services that you receive. For example, a bill may be sent to you or a third-party payer, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment or supplies used in the course of treatment.

For Health Care Operations: We may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the medical staff, risk or quality improvement personnel, and others to:

- ❖ Evaluate the performance of our staff.
- ❖ Assess the quality of care and outcomes in your cases and similar cases.
- ❖ Learn how to improve our facilities and services; and
- ❖ Determine how to continually improve the quality and effectiveness of the health care we provide.

Appointments: We may use your information to provide appointment reminders or information about treatment alternatives or other health related benefits and services that may be of interest to the individual. DFW Asthma & Allergy Center uses sign in sheets for patients presenting at its clinic's.

Notification and Communication with your 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. Please let us know prior to making this notification if you wish communications to be limited. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family or others.

Required by Law: We may use and disclose information about you as required by law. For example, DFW Asthma & Allergy Center may disclose information for the following purposes:

- ❖ For judicial and administrative proceedings pursuant to legal authority.
- ❖ To report information related to victims abuse, neglect or domestic violence; and

- ❖ To assist law enforcement officials in their law enforcement duties.

Public Health: Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury, disability, or for other health oversight activities.

Deceased Person: Health information may be disclosed to funeral directors, medical examiners, or coroners to enable them to carry out their lawful duties.

Organ Tissue Donation: Your health information may be used or disclosed for organ, eye, or tissue donation purposes.

Health and Safety: Your health information may be disclosed to avert a serious threat to the health or safety of you or any other person pursuant to applicable law.

Government Functions: Specialized government functions such as protection of public officials or reporting to various branches of the armed services that may require use or disclosure of your health information.

Workers Compensation: Your health information may be used or disclosed in order to comply with the laws and regulations related to Workers Compensation.

Limited Data Set Information: Your health information may be stripped of all identifying information except birth date (age) and geographical location (except street address) and used for research and outcomes reporting.

Research: We may use your health information for research purposes when an institutional review board or privacy board that has reviewed the research proposal and established protocols to ensure the privacy of your health information has approved the research.

Marketing: If DFW Asthma & Allergy Center desires to use your personally identifiable health care information for marketing, it must request your consent in writing. 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 used of interest to you.

Change of Ownership: In the event that DFW Asthma & Allergy Center is sold or merged with another organization, your health information will become the property of the new owner.

Complaints

Complaints may be received by DFW Asthma & Allergy Center employees and corrective action should be taken immediately, if possible. Individuals who file a complaint with DFW Asthma & Allergy Center will not be retaliated against. Complaints to DFW Asthma & Allergy Center will be forwarded to the contact specified below. Complaints must specify the subject of the complaint and describe the acts or omissions believed to be in violation of the applicable standard. Individuals may also complain to the Department of Health and Human Services (DHHS) Secretary if they believe their privacy rights have been violated.

DFW Asthma & Allergy Center Contact for complaints: Privacy Officer at
DFW Asthma & Allergy Center
4674 McDermott Rd. Suite #310
Plano, TX 75024
972-636-1750

Obligations of DFW Asthma & Allergy Center Specialties

DFW Asthma & Allergy Center is required to:

- ❖ Maintain the privacy of protected health information.

- ❖ Provide you with this notice of its legal duties and privacy practices with respect to your health information.
- ❖ Abide by the terms of this notice.
- ❖ Notify you if we are unable to agree to a requested restriction on how your information is used or disclosed.
- ❖ Accommodate reasonable requests you may make to communicate health information by alternative means or at alternative locations; and
- ❖ Obtain your written authorization to use or disclose your health information for reasons other than those listed above and permitted under law.

DFW Asthma & Allergy Center reserves the right to change its information practices and to make the new provisions effective for all protected health information it maintains. Revised notices with any material change will be made available to you by mail.

If you have any questions or complaints, please contact:

Privacy Officer at
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