

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.

You might be worried about keeping your health and medical information private. We understand.

Advanced Healthcare For Women works hard to protect your privacy. At the same time, we are following some new federal laws.

There are laws about the ways health care providers can use and share medical information about patients. The law says that we need your permission for certain uses, but not for others.

Your personal medical information is called Protected Health Information or “PHI.”

Advanced Healthcare For Women can use your PHI or share it only in certain ways. We must also follow rules about sharing your PHI outside of our office. Protected health information is information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health or condition and related health care services.

Using Your PHI

Without Your Permission

The law allows us to use your PHI without your permission in these ways. We give some examples of each use to help you understand it.

For Your Treatment— Any of our medical staff involved in treating you can use your PHI. They can also share it with others involved in your care. For example, your doctor may share your PHI with another doctor whom he or she asks about your condition.

For Payment— We may use and share your PHI to collect payment for services. For example, we may give your PHI to the companies that send out bills. We may also give your PHI to other health

plans or providers for billing.

For Our Business Operations— We do many things that businesses do. We collect information to continually improve the quality of care we give. We train our staff. We may use PHI to help us do these things better. Some services are provided through business associates that we have asked to perform certain services for us—transcription of medical information, insurance claim distribution, and statement mailings. We require that they protect your PHI as well.

We can share PHI with doctors, nurses, other medical staff, and others. This can help them learn how to do their jobs better. We can also share PHI with lawyers. They help us follow the laws. We may also share PHI with other health care providers and health plans where you’ve been a patient in the past. We would do this only to help them with things such as giving better care or watching for fraud or abuse.

To Follow the Law— We may share PHI to follow the law, to report or solve crimes, or to help law enforcement.

Privacy Policy Revised in Plain Language
Draft #1 Riffenburgh & Associates 12-02

To Protect Public Health— We can give PHI to people who work to stop the spread of diseases. And we must report abuse and neglect.

To Oversee Health Care Systems— We can give PHI to government agencies that inspect health care systems.

To Help Coroners or Medical Examiners— We may need to give PHI to help identify a body or the cause of death.
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death.

For Organ or Tissue Donation –

We may give PHI to help agencies who match organ donors with people on waiting lists.

For Research – We may use PHI for medical research.

To Avoid a Serious Threat to

Others – We can give PHI to people working to prevent a threat to the health or safety of other people.

Special Government Functions –

We may share PHI with federal officials for national security reasons.

Workers' Compensation – We can release PHI to comply with laws that protect you if you are hurt or get sick on the job.

For Marketing or Fundraising – We may use your PHI to contact you for our fundraising efforts. If you don't want us to contact you for this, please write to our privacy officer.

Appointment Reminders and Other

Items of Interest – We can use your PHI to contact you about an appointment. We can also contact you about other treatments, services, and programs that may interest you.

Your Access to Your Own PHI – We may share your PHI with you or someone you choose to represent you.

Government Offices – We must give your PHI to certain federal workers when they are checking on how we follow the privacy laws.

You Can Ask That We Not Share Certain PHI

Normally, we can use your PHI in the

two ways below. But if you object, you can ask us to keep your PHI private.

Then we cannot give out this information.

Lists of Patients and Their Status –

We keep lists of all patients who are in our facilities. We keep track of names, room numbers, their condition (e.g., stable, fair, etc.), and religion. We can share some of this information with people who ask about you by name.

People Involved in Your Care or Payment for Your Care –

We can give your PHI to a person involved in your current health care such as:

a family member,

a friend,

another person you say is

involved in your care, or

another person who is involved

in paying for your care.

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We Can Use Your PHI In Other Ways *Only With Your Permission*

Before we can use or share your PHI in other ways, we must ask for your written permission. You may take back this permission at any time by submitting a written request.

We Must Tell You How We Use PHI

The law says we must keep your PHI private. It also says that we must tell you in writing:

what the law says we can and cannot do with your PHI and our privacy policies regarding PHI.

This Notice tells you our rules for using PHI. We have to follow what we say in this Notice.

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We Make a Change

We have the right to change information in this Notice. We can change how we use PHI and make new rules.

Before we make any big changes, we will give you a new Notice. We will post the new Notice in our office.

These Are Your Rights:

You can ask us *not* to share your PHI with a person or group.

We *don't* have to do what you ask. But we must do what we say we will do. No matter what, we can always share your PHI in an emergency.

You can ask us to contact you in certain ways or at certain places.

For example, you may want us to call you at work instead of at home.

Your request must be in writing addressed to our privacy officer.

Usually, you can read and copy your PHI.

You must ask for it by writing to our privacy officer.

We will try to get back to you within thirty (30) days after we get your letter.

We will tell you if we can let you see and/or get a copy of your PHI.

Sometimes we will give you a summary of the information you ask for, but only if you agree to that. If we make a copy or summary of your PHI, we may charge you for copying, mailing, and other costs.

If we decide *not* to let you see your PHI, we will explain why. We will also explain that you can get another health care professional to look at your request.

Sometimes we don't have the PHI you want. If we know where your PHI is, we will tell you where to write for it.

You can ask that we fix mistakes or add new facts to your PHI.

You must ask us in writing. Write to our privacy officer. In your letter, explain why you are asking us to add to or change your PHI.

We will try to get back to you within sixty (60) days after we get your letter.

We will tell you whether we agree to make a change. We will tell you what changes we will make, if any.

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We can usually turn you down if the information:

wasn't written by us;

is not part of our records;

is not something you are allowed to see;

is not correct and complete.

If we turn you down, we will tell you why in writing. We will also explain what other steps you can take, such as: saying in writing that you don't agree with us; or

asking in writing that we include a copy of your letter and our answer with your PHI from now on; and

complaining about being turned down.

You can ask for a list of people and groups who have seen your PHI in the past six (6) years.

(But we can only give information about what has happened since April 14, 2003.)

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The list will *not* include times when you gave your written permission. And it won't include things already covered in this Notice. These include giving out your PHI:

for treatment, payment, and

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health care operations;

to you;

for lists of patients

to people involved in your care;

for special government

functions; or

to law enforcement.

You must ask for the list by writing to our privacy officer. We will try to get back to you within sixty (60) days after we get your letter. We will give you one list each year at no charge. But we will charge you a fee of \$10.00 for each list after that in a single year.

You can ask for a paper copy of this Notice.

Please contact our privacy officer to get a paper copy.

You can also get a copy of this Notice at our Web site, www.womensdoctor.com.

You may complain to us if you believe your privacy rights have been violated.

Contact our privacy officer and put your complaint in writing. We will not punish you or do anything against you for complaining.

You also have the right to complain to the Secretary of the Department of Health and Human Services:

Office for Civil Rights

U. S. Department of Health and Human Services

200 Independence Avenue, S.W.

Room 509F, HHH Building

Washington, D.C. 20201

If you have any questions about this Notice, please contact our privacy officer:

Janet Antonelli, Officer Manager

5354 Reynolds Street, Suite 518

Savannah, GA 31405

912/355-7717

jagyndoc@bellsouth.net

Effective Date: March 1, 2009