

Your Health Information Privacy



Our pledge to you.

We understand that medical information about you is personal. We are committed to protecting all medical information about you. We create a record of the care and services you receive at our facility to provide quality care and to comply with legal requirements. This applies to all records maintained at our office. We are required by law to:

- A) keep medical information about you private.
- B) give you this notice of our legal duties and privacy practices with respect to medical information about you.
- C) follow the terms of the notice that is currently in effect.

Changes to this notice.

We may change our policy at any time. Changes will apply to medical information we already hold, as well as new information acquired after the change occurs. Before we make any significant changes in our policy we will change our notice and post the new notice within our facility and on our web site at www.bemedispa.com. We will provide you with a revised notice during your first visit after the revision is in effect. You will be asked to acknowledge receipt of same in writing.

Who will follow this notice?

Any health care professional that provides treatment to you at our office and all employees BeMedispa

How we may use and disclose medical information about you.

We may use and disclose medical information about you for **treatment** (such as sending medical information about you to a specialist as part of a referral to improve quality and continuity of care); **to obtain payment for treatment** (such as sending information to your insurance company); and **to support our health care operations** (such as comparing patient data to improve treatment methods.) We may also disclose certain medical information about you as required by law for **public health purposes** such as abuse, neglect, domestic violence reporting, qualified health and insurance audits. In addition we may disclose medical information to a **friend or family member who is involved in your care.**

Other uses of medical information.

In any other situation not covered above you will be asked for written authorization before we use or disclose medical information about you.

Your rights regarding medical information.

In most cases, you have the right to look at or obtain a copy of your medical information with the submission of a written request. We may charge a fee for copying and mailing your medical information. At the request, we must provide one free copy of your medical information to the Bureau of Workers' Compensation, the Industrial Commission, the Department of Jobs and Family Services, or to you for the purpose to support a claim under the Social Security Act and documentation to support such a claim.

If you believe that information in your record is incorrect or missing, you have the right to request that we correct our records. We may deny your request to amend a record if the information was not created by us or if we determine the record to be accurate. You have the right to a list of the instances where we disclosed medical information about you, other than for the purpose of treatment, payment, health care operations, or where you specifically authorized a disclosure. You have the right to request that information about you be communicated in a confidential manner, such as to an address other than your home. You have the right to request that we not use or disclose medical information about you for the purpose of treatment payment, or health care operations or persons involved in your care. We will consider such a request, but we are not obligated to honor it. We will let you know of our decision in that event. All requests need be in writing to the privacy officer below.

Complaints.

If you are concerned that your privacy rights may have been violated or you disagree with a decision we made about access to your records you may contact our privacy officer, Gale Hester, 812 East High Street, Lexington, KY 40502. Finally you may send a written complaint to the U.S. Department of Health and Human Services Office of Civil Rights. We can provide you with that address. You will not be penalized or retaliated against for filing a complaint.