

This notice describes how information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

# Notice of Health Information Practices

Every time you visit Siddall Medical Services, a record of your visit is made. Normally, this record will state your symptoms, examination and test results, diagnoses, treatment, and a plan for future or treatment.

This information is used as a:

* Basis for planning your care and treatment
* Means of communication between the health care professionals who contribute to your care
* Legal document describing the care you received
* Means of verifying that services billed were actually provided
* A tool in educating health care professionals
* A source of information for public health officials charged with improving the health of the nation
* A source of data for facility planning and marketing
* A tool to assess and work to improve the care we render and the outcomes we achieve

Understanding what is in your record and how your personal health information is used helps you to:

* Ensure its accuracy
* Better understand who, what, where, when, why, and how others may access your health information
* Make more informed decisions when authorizing disclosure to others

**Examples of Disclosures for Treatment and Health Operations**

*We will use your health information for treatment.*

For example: Information obtained by a Physician, Physician Assistant, Nurse Practitioner, or other member of your healthcare team will be recorded in your record and used to determine the course of treatment that should work best for you. Your provider will document in your record his or her expectations of the members of your healthcare team. Members of our healthcare team will then record the actions they took and their observations. In that way, the Provider will know how you are responding to treatment.

*We will use your health information for regular health operations.*

For example: Members of the medical staff, the risk or quality improvement manger, or members of the quality improvement team may use information in your health record to assess the care and the outcomes in your case and others like it. This information will then be used in an effort to continually improve the quality and effectiveness of the healthcare and service we provide.

At Siddall Medical Services, it is our mission to protect your rights to privacy. If you have any questions, please feel free to ask for our Privacy Officer, who will be happy to help you. Our hours of operation are 8:00 am to 12:00 pm, Monday through Friday, excluding Federal Holidays. You can reach us at (907) 585-6415.

**You Have Health Information Rights!**

Although your health record is the physical property of Siddall Medical Services, the information belongs to you. You have the right to:

* Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522
* Obtain a paper cop of the notice of information practices upon request
* Inspect and obtain a copy of your health record as provided by 45 CFR 164.528
* Request communications of your health information by alternatives means or at alternative locations
* Revoke your authorization to use or disclose health information except to the extent that action has already been taken.

**Our Responsibilities**

Siddall Medical Services is required to:

* Maintain the privacy of your health information
* Provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you
* Abide by the terms of this notice
* Notify you if we are unable to agree with a requested restriction
* Accommodate reasonable requests you may have to communicate health information by alternative means or alternative locations

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will mail a revised notice to the address you’ve supplied to us.

We will not use or disclose your health information without your authorization, except as described in this notice.