

SANKOFA FAMILY MEDICINE

Medicine That Remembers

Your Health Information Rights

A Plain Language Summary

Effective Date: December 20, 2025

At Sankofa Family Medicine, you have important rights regarding your health information. This summary explains those rights in plain language.

Your Right to See Your Records

You can ask to see your medical records at any time. We will provide copies within 15 working days in Washington State. You can get records in paper or electronic format. There may be a small fee for copies.

How to request: Call us at (425) 285-7390 or email privacy@sankofafamilymedicine.com

Your Right to Correct Errors

If you find an error in your records, you can ask us to fix it. Send us a written request explaining what is wrong and why. We will respond within 60 days.

Your Right to Know Who Sees Your Information

You can ask for a list of who we have shared your health information with. This does not include sharing for treatment, payment, or healthcare operations. The first request each year is free.

Your Right to Limit Sharing

You can ask us to limit how we use or share your information. We do not have to agree to all requests, but we must agree if:

- You paid for a service entirely out of pocket and do not want us to share information about that service with your health insurance

Your Right to Choose How We Contact You

You can ask us to contact you in a specific way or at a specific location. For example, you can ask that we only call you at work or only send mail to a certain address. We will honor reasonable requests.

Special Protections in Washington State

Washington State law gives you additional protections:

- **Faster Access:** 15 working days (faster than the federal 30-day standard)
- **Reproductive Health:** Extra protections under Washington's Shield Law

- **Teen Privacy:** Teens can get certain services without parental involvement

If You Have Concerns

If you believe your privacy rights have been violated, you can file a complaint.
You will NOT be penalized for filing a complaint.

Contact us:

Sankofa Family Medicine
Privacy Officer: Yaw A. Nkrumah, MD
Phone: (425) 285-7390
Email: privacy@sankofafamilymedicine.com

Or contact:

United States Department of Health and Human Services
Office for Civil Rights
Website: hhs.gov/hipaa/filing-a-complaint
Phone: 1-800-368-1019

Questions? We are here to help. Call us at (425) 285-7390.

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522 W Riverside Ave, Ste N, Spokane, WA 99201 | (425) 285-7390 | sankofafamilymedicine.com