

Patient Health Information Policy

1. Health Information Privacy

Patient health information is confidential and cannot be shared without consent. Employees must complete HIPAA training annually.

2. Medical Records Access

Patients have rights to access their medical records upon submission of a written request. Requests will be fulfilled within 30 days of receipt.

3. Appointment Reminders

Patients will receive reminders for their appointments via SMS or email. Reminders will be sent 48 hours before the scheduled appointment.

4. Insurance Requirements

For services rendered, patients must provide correct insurance details prior to their appointment. Any changes to insurance must be communicated immediately.

5. Emergency Contact Information

Patients are required to provide an emergency contact person in case of severe medical situations or emergencies. This information should be updated regularly.