

## NOTICE OF HEALTH INFORMATION PRACTICES SUMMARY

### MEDICAL RECORDS

Each time you visit a hospital or physician, a record is made of your visit. This information, commonly known as a medical record, contains your symptoms, examination and test results, diagnosis, treatment, and a plan for future care. The confidentiality of your medical record is protected under the State-specific and Federal law.

### YOUR HEALTH INFORMATION RIGHTS

Your medical record is the physical property of the physician or healthcare facility that compiled it, but the information belongs to you. Therefore, you have rights regarding the use and disclosure of your health information.

### OUR RESPONSIBILITIES

The Ainsworth Institute of Pain Management is required by the Federal Privacy Rule to maintain the privacy of your medical record and to provide you with a notice of our legal duties and privacy practices.

### USES AND DISCLOSURES

The Ainsworth Institute of Pain Management will use your health information:

- In Order to Treat You. We will provide other providers or hospitals with copies of your medical record to assist them in treating you, should that become necessary. We will also use and disclose health information about you to make appointments with you.
- For Payment. The information on a bill may include information that identifies you, as well as your diagnosis, procedures, and supplies used.
- Regular Health Operations - to assess the quality of your care.
- To business associates, such as a medical transcription or billing service; so that they can perform the job we have asked them to do.

You have the right to object to certain situations in which the Ainsworth Institute of Pain Management may disclose information from your medical record.

The Ainsworth Institute of Pain Management expects to make other uses and disclosures of your protected health information only on the basis of specific written authorization forms signed by you.

### DISCLOSURES PERMITTED WITHOUT CONSENT

The Ainsworth Institute of Pain Management is required by state and Federal law to disclose health information from your medical record under specific circumstances.

### **To Report a Problem**

You have the right, under Federal law, to report a problem or file a complaint about how your personal health information is being handled. You can do this directly with Hudson Valley Pain Management or to the Secretary of Health and Human Services in Washington, D.C.

The Ainsworth Institute of Pain Management will use and disclose your personal health information to treat you, to receive payment for the care we provide, and for other health care operations. Health care operations generally include those activities we perform to improve the quality of care.

We have prepared a detailed Notice of Privacy Practice to help you better understand our policies in regards to your personal health information. The terms of the notice may change with time and we will always post the current notice at our office and have copies available for distribution. You may also visit <http://www.hhs.gov/ocr/privacy/hipaa/understanding/coveridentities/notice.html> to read more.