

Notice of Privacy Practices Lamar Robinson, M.D., P.A.

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

YOUR PROTECTED HEALTH INFORMATION

Each time you have contact with Lamar Robinson, M.D. and contract Health Physicians, P.A. (the "Associates") for delivery healthcare, a record of your contact/visit is prepared. This record, maintained in written, oral or electronic format, contains presenting signs/symptoms, results of examination and test, diagnoses and treatment, future care. Your medical record is the physical property of Lamar Robinson, M.D. but you have certain rights to restrict some of the uses or disclosures of the information in your medical record. Lamar Robinson, M.D. and Associates, however, has the right to use and disclose the information contained in your medical record in the process of providing treatment, receiving payment and performing other regular health operations such as:

- * documenting and describing the care you received for legal purposes;
- * communicating with other healthcare providers who may be involved in your care;
- * educating medical research;
- * conducting medical research;
- * providing information for government and public health entities responsible for improving public health and welfare;
- * evaluating and improving the care you receive and the outcome achieved;
- * billing and verification of services provided to you; and
- * conducting other routine healthcare operations such as quality improvement studies and assessing healthcare provider competence.

HOW WE MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION (PHI)

- * **Healthcare delivery and treatment:** Information obtained from you by a physician, nurse or healthcare professional is documented in your record and used for the assessment, evaluation, diagnosis and treatment of your medical conditions(s). Following your treatment, this information may be provided to other healthcare professional based providers and/or others who may be involved in your care, such as other physicians, specialists, hospital or healthcare providers.
- * **Billing and payment:** Your PHI is utilized to justify the level of care delivered to you and the charges incurred for the services. This information generally accompanies the bill and is sent to your payers.
- * **Other healthcare operations:** Lamar Robinson, M.D., P.A. may disclose your PHI to other individuals and businesses in order to perform day-to-day operations. These other individuals and businesses include business associates such as vendor and/or contractors used for medical research, disease management, and quality improvement initiatives as well as management services organizations, laboratories, other free standing diagnostic facilities and legal counsel. Lamar Robinson, M.D., P.A. requires all business associates to agree to appropriately protect the confidentiality of your PHI.
- * **Reminders and Treatment:** Lamar Robinson, M.D., P.A. may contact you to provide you with information that we feel is useful or helpful to you, based on your PHI. For example, Lamar Robinson, M.D., P.A. may contact you (or instruct a specialist physician or other provider to whom you have been referred to contact you) to schedule an appointment or as an appointment reminder, to check on the status of your treatments, or to provide you with information on treatments you are already receiving.
- * **Other Uses and Disclosures:** Lamar Robinson, M.D., P.A. may also utilize or disclose your PHI in order to communicate with or notify family members, relatives and others responsible for your health, and funeral directors, in addition, Lamar Robinson, M.D., P.A. may disclose your PHI through other communication and reports required to be made by healthcare professionals such as public health department, law enforcement, the Food and Drug Administration, organ procurement organizations, in case of abuse or neglect, communicable disease, correctional institution, and workers compensation, where applicable.
- * **Employment Uses and Disclosures:** Lamar Robinson, M.D., P.A. may also utilize or disclose your PHI in order to communicate with or to notify your employer, school, or other person or entity responsible for your care or treatment. If the treatment provided for you is related to your employment, such as medical excuses or disability certificates, Lamar Robinson, M.D., P.A. will disclose your PHI to your employer for such purposes.

Other uses and disclosures of PHI not permitted or required by law will be made only with your written authorization. You may revoke your authorization at any time provided that the revocation is in writing, except to the extent that Lamar Robinson, M.D., P.A. has already taken action in reliance on your prior authorization.

YOUR RIGHTS CONCERNING PROTECTED HEALTH INFORMATION (PHI)

Except as otherwise provided by law, you have the right to:

- * receive a paper copy of this Notice of Privacy Practice; we reserve the right to change the terms at any time. Upon your request, we will provide you with a revised Notice by mail or your next visit.
- * receive confidential communication of PHI if a request is submitted to Lamar Robinson, M.D., P.A. in writing;
- * inspect and copy PHI or records about you in a designated record set as long as the PHI is maintained in the record set;
- * designate a personal representative with the delegated authority to consent to, or authorize the use or disclose of PHI;
- * ask Lamar Robinson, M.D., P.A. to amend PHI or records about you in a designated record set as long as the PHI or record is maintained in the record set (Lamar Robinson, M.D., P.A. is not required to change the information if they deems it to be accurate);
- * receive an accounting of disclosures of PHI. You may request a listing of the disclosures made by Lamar Robinson, M.D., P.A. about you for reasons other than treatment, payment or health care operations; and
- * request that Lamar Robinson, M.D., P.A. restrict uses or disclosures of your PHI. Though Lamar Robinson, M.D., P.A. is not required to agree to a restriction unless the information is needed to provide emergency treatment, or otherwise permitted or required by law.

Lamar Robinson, M.D., P.A. is required by law to maintain the privacy and confidentiality of your PHI and to provide you with notice of its legal duties and privacy practices with respect to such health information. Lamar Robinson, M.D., P.A. is also required by law to abide by the terms of this Notice of Privacy Practice and allow you to review and receive a copy of this Notice, if you believe your privacy rights have been violated, you may submit a written complaint to Lamar Robinson, M.D., P.A. or U.S. Department of Health and Human Services describing in detail the manner in which you feel your privacy rights have been violated. Lamar Robinson, M.D., P.A. will not retaliate against you in any way if you choose to file a complaint.

This notice of Privacy Practices is effective as of April 14, 2003.