

# Notice of Privacy Practices

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**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

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This Notice of Privacy Practices describes how Parker Hearing Institute, William Lee Parker and Associates, Inc., and Parker Hearing Management Corp. (Herein known as "Parker Hearing Institute") may use and disclose your Protected Health Information (PHI) to carry out treatment, payment, or support of the other healthcare operations of the practice. Your PHI is information about you contained in our records which may include your personal health history, symptoms, hearing examination results, hearing aids that you may be wearing, diagnoses, treatment, plans for future treatment, etc. This Notice also describes your rights to access and control your PHI. This Notice is effective as of April 14, 2003.

## ***Uses and Disclosures of Your Protected Health Information***

**Treatment:** Parker Hearing Institute may use your PHI to provide, coordinate, or manage your health care and any related services. For example, your Audiologist may enter your hearing examination results into your record and determine the treatment that will work best for you. Your results may then be sent to your physician to ensure that he or she has the necessary information to treat you. We may also share your PHI with the following health professionals if necessary to improve your treatment: consulting physicians, speech therapists, school audiologists or teachers, physical therapists, special educational facilities, etc.

**Payment:** Parker Hearing Institute may use your PHI to obtain payment for your health care services. For example, we may contact your healthcare provider for authorization to perform services or to obtain payment for services that have been provided. Information about you may be disclosed during this process, but only as necessary.

**Healthcare operations:** Parker Hearing Institute may use your PHI in order to support the daily operations of the office. For example, we may use your PHI to assess the quality of care during your visit and make changes to improve the quality and effectiveness of the services we provide. We will share some of your PHI with our business associates (such as hearing aid manufacturers, earmold laboratories, warranty companies, etc.) as necessary.

**Any other uses and disclosures** of your PHI will not be made without your specific authorization, unless required by law. You may revoke this authorization in writing, at any time, if you wish to do so.

## ***Your rights***

- ❖ You have the right to view and obtain copies of your PHI. However, Federal Law limits your access to certain information including: information obtained under a promise of confidentiality, information related to legal proceedings, psychotherapy notes, etc.
- ❖ You have the right to request an amendment to your PHI. You may request an amendment if you feel that the information in your records is incomplete or incorrect. If your request is denied, you have the right to submit a written statement of your disagreement with the decision and it will be included in your records.
- ❖ You have the right to obtain an accounting of disclosures of your PHI.
- ❖ You have the right to request restrictions on the certain use and disclosure of your PHI. This means that you may ask us not to use or disclose your PHI to certain parties including family members, friends, or other people involved in your care. However, it is not required under Federal Law that our practice agree to a requested restriction.
- ❖ You have the right to request confidential communications of your PHI.
- ❖ You have the right to obtain a paper copy of this Notice of Privacy Practices upon request.

***Our Responsibilities***

- ❖ We will take every step necessary to maintain the privacy of your PHI.
- ❖ We will not use or disclose your PHI in any manner that is not consistent with the terms of this agreement.
- ❖ We will notify you if we are unable to agree to a request to restrict the use and disclosure of your PHI.
- ❖ We will provide you with this Notice of Privacy Practices explaining our legal duties under the HIPAA Privacy Act and your rights to access and control your PHI.
- ❖ We will do our best to accommodate your reasonable requests regarding the privacy of your PHI.
- ❖ We are responsible for retaining records of your PHI in accordance with the law and our record retention policy.

***Complaints***

If you feel that your privacy rights have been violated by our practice, you may file a complaint with our Privacy Officer or with the Secretary of Health and Human Services (HHS). We will not retaliate against you for making a complaint.

***For More Information***

If you have any questions regarding this Notice of Privacy Practices or if you would like to obtain additional information, please contact our Privacy Officer at (310) 540-4327.

Your signature below is only acknowledgement that you have been presented with this Notice of Privacy Practices.

\_\_\_\_\_  
Patient Name (Please Print)

\_\_\_\_\_  
Signature Date

**Authorization of Use and Disclosure of Protected Health Information (PHI)**

This portion is to be completed only if your Protected Health Information is to be used for purposes *other than* treatment, payment, or the daily healthcare operations of the practice.

Specific information to be used or disclosed: Hearing & Balance Test Results,

Reason (medical/clinical research, marketing, etc.): \_\_\_\_\_

Person or organization authorized to use or disclose this PHI: Parker Hearing Institute

Person or organization to whom the PHI may be disclosed: Referring and consulting Physicians,

Expiration date of authorization: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

You may revoke or terminate this authorization at any time by submitting a written statement to Parker Hearing Institute. Please contact our Privacy Officer at (310) 540-4327. Information that is disclosed under this authorization may be disclosed again by the person or organization to which it is sent.

Please sign this form to acknowledge that you have read and agree to the above terms.

\_\_\_\_\_  
Patient Signature

\_\_\_\_\_  
Date