

Notice of Privacy Practices

Mercy Plaza Respiratory

1329 34TH Street
Bakersfield Ca. 93301
(661) 324-9411

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED
AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION
PLEASE REVIEW AND SIGN

We understand the importance of privacy and are committed to maintaining the confidentiality of your medical information. We make a record of the care and services we provide and may receive such records from others. We use these records to provide care and services, to obtain payment for services provided to you as allowed by your health plan and to enable us to meet our professional and legal obligations to operate properly. We are required by law to maintain the privacy of protected health information and to provide individuals with notice of our legal duties and privacy practices with respect to protected health information. If you have any questions about this notice, please contact our office.

A. How we may use or disclose your health information:

We collect health information about you and store it in a chart and on a computer. This is your medical record! The medical record is the property of Mercy Plaza Respiratory, but the information in the medical record belongs to you. The law permits us to use or disclose your health information for the following purposes.

1. **Treatment:** We use medical information about you to provide services and care to you. We disclose medical information to our employees and others who are involved in providing the care and services you need. Example, we may call other health care providers to determine if your diagnosis meets the requirements for insurance coverage for the services being requested, or we may share the information with a provider or pharmacist who is contracted with your health insurance carrier so that you may receive the approved care and services required. We may also disclose medical information to members of your family or others who can help you when you are sick or injured.
2. **Payment:** We use and disclose medical information about you to obtain payment for services and equipment. We may also disclose information to other providers to assist them in obtaining payment for services and equipment that they have provided to you. If a collection agency is utilized to obtain reimbursement, the necessary information will be provided to the agency handling the account.
3. **Health care operations:** We may use and disclose medical information about you to operate this medical business. We may use your medical information as necessary for medical reviews, audits, abuse detection, or compliance programs. Although federal law does not protect health information which is disclosed to someone other than another health care provider, under California law all recipients of health care information are prohibited from re-disclosing it except as specifically required or permitted by law.
4. **Notification and communication with family:** We may disclose your health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or location of equipment or in the use of equipment as it applies to your care and services.
5. **Required by law:** As required by law, we will use and disclose your health information, but we will limit our use or disclosure to the relevant requirements by law. When the law required us to report abuse, neglect or domestic violence, or respond to judicial or administrative proceedings, or

to law enforcement officials, we will further comply with the requirements set forth concerning those activities.

B. When Mercy Plaza Respiratory may not use or disclose your health information:

1. Except as described in this Notice of Privacy Practices, Mercy Plaza Respiratory will not use or disclose health information which identifies you without your written authorization except as required by law. If you do authorize us to use you or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

C. Your health information rights:

1. **Right to request special privacy protection:** You have the to request restrictions on certain uses and disclosures of your health information, by a written request specifying what information you want to limit and what limitations on our use or disclosure of that information you wish to have imposed.
2. **Right to request confidential communication:** You have the right to request that you receive your health information in a specific way or at a specific location.
3. **Right to inspect or copy:** You have the right to inspect and copy your health information, with limited exceptions. To access your medical information, you must submit a written request detailing what information you want access to and whether you want to inspect it or get a copy. We will charge a reasonable fee, as allowed by California law.
4. **Right to an accounting of disclosures:** You have the right to receive an accounting of disclosures of your health information made by Mercy Plaza Respiratory.
5. **You have a right to a paper copy of this notice.**

D. Complaints: Complaints about this Notice of Privacy or how we handle your health information should be directed to our Operations Manager.

1. If you are not satisfied with the manner in which this office handles a complaint about your health information, you may submit a formal complaint to:

Department of Health and Human Services
Office of Civil Rights
Hubert H. Humphrey Bldg
200 Independence Avenue S.W.
Room 509F HHH Building
Washington D.C. 20201