



Notice of Privacy Practices Effective Date: December 1, 2008

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.

Our privacy policies are designed to keep your private health information (PHI) secure and confidential. Federal law requires us to maintain this security, to give you this notice and to follow its' terms. In addition, effective May 1, 2009, in order to comply with the Federal Trade Commission's Red Flag Rule, we may collect a photo ID for our records at the time of your visit to our office. This is an effort to eliminate medical identity theft.

We may use or disclose your private health information (PHI) in the following circumstances:

- For treatment (with referring physicians), payment and healthcare operations.
- To contact you and remind you about appointments.
- We may leave PHI on your answering machine or with a person answering the phone.
- In an emergency, we may disclose PHI to a family member or person caring for you.
- When required by law.
- To comply with worker's compensation laws.
- If this practice is sold, your information will become the property of the new owner.

Except as described above, this practice will not use or disclose your health information without your prior written authorization.

You may request in writing that we not use or disclose your health information as described above. We will inform you if your request can be fulfilled.

You have the right to inspect, supplement and retain copies of your medical record. You may ask to amend the record within the limits of the law. Your request must be in writing and we will respond to the request in writing.

You have the right to receive a copy of this notice. If this notice is changed, you have the right to receive a copy of the amended version at your next appointment.

Please contact our Privacy Officer, Robert B. Neves, M.D., if you have any questions or would like further information.

If you are not satisfied with the manner in which our office handles a complaint, you may submit a formal complaint to:

Dept. of Health and Human Services
200 Independence Avenue, S.W.
Room 509F HHH Building
Washington, DC 20201