NOTICE OF HIPAA PRIVACY PRACTICES

DR. FREEMAN & ASSOCIATES 3290 CHURCH ROAD, RICHMOND VA 23233

This notice describes how your health information may be used and disclosed and how you are allowed to access your health information.

OUR LEGAL DUTY:

Our office is required by law to maintain the privacy of your health information. Our office is required to give you this Notice about our privacy practices, our legal duties and your rights concerning your health information. We reserve the right to change our privacy practices and the terms of this Notice at any time, provided such changes are permitted by law. You may request a copy of this Notice at any time.

USE OF DISCLOSURES OF HEALTH INFORMATION:

With your signed consent, we can use and disclose health information about you for treatment, payment and daily office operations. For Example:

TREATMENT: We may use or disclose your health information to a physician or other healthcare provider providing treatment to you or consulting on your treatment.

<u>PAYMENT</u>: We may use or disclose your health information to obtain payment from you or your insurance providers for health services you have received.

DAILY OFFICE OPERATIONS: We may use or disclose your health information within our physical office location for the use of daily office operations such as scheduling appointments, relaying information to medical personal, and filing insurance.

APPOINTMENT REMINDERS: We may use or disclose your health information to provide you with appointment reminders such as voicemail, answering machines, postcards, letters, or e-mail.

YOUR AUTHORIZATION:

Unless you give us additional written authorization, we cannot use or disclose your health information for any reason except those described in this Notice. We must disclose your health information to you. We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may disclose that information to that specific person. Copies of your healthcare records may only be released with your signature, and we will use our professional judgment in allowing a person, other than the patient, to pick up prescriptions, medical supplies, x-rays or other medical records.

PERSONS INVOLVED IN CARE:

We may use or disclose health information to notify a family member or the person responsible for your care, of your general condition. In the event of your incapacity or emergency circumstances, we will disclose health information based on our professional judgment and disclose only health information that is directly relevant to the person's involvement in your healthcare.

MARKETENG:

Your health information will not be used for marketing communications with third party companies.

REQUIRED BY LAW:

We may use or disclose your health information when we are required to do so by law. We may disclose to military authorities the health information of Armed Forces personnel. We may disclose to authorized federal officials health information required for lawful intelligence, counterintelligence, and other national security activities. We may disclose to correctional institutions or law enforcement officials health information of patients who are or becoming inmates.

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checklists and training materials in both PDF and rich text formats is included The Top 15 Staff Management Policies and Procedures for Physician Practices W. Lyle Oelrich, W. Lyle Oelrich, Jr., 2005 Emergency Department Compliance Manual Rusty McNew, 2017-06-14 Emergency Department Compliance Manual 2017 Edition provides everything you need to stay in compliance with complex emergency department regulations. The list of questions helps you quickly locate specific guidance on difficult legal areas such as Complying with COBRA Dealing with psychiatric patients Negotiating consent requirements Obtaining reimbursement for ED services Avoiding employment law problems Emergency Department Compliance Manual also features first hand advice from staff members at hospitals that have recently navigated a Joint Commission survey and includes frank and detailed information Organized by topic it allows you to readily compare the experiences of different hospitals Because of the Joint Commission's hospital wide function based approach to evaluating compliance it's been difficult to know specifically what s expected of you in the ED Emergency Department Compliance Manual includes a concise grid outlining the most recent Joint Commission standards which will help you learn what responsibilities you have for demonstrating compliance Plus Emergency Department Compliance Manual includes sample documentation that hospitals across the country have used to show compliance with legal requirements and Joint Commission standards Age related competencies Patient assessment policies and procedures Consent forms Advance directives Policies and protocols Roles and responsibilities of ED staff Quality improvement tools Conscious sedation policies and procedures Triage referral and discharge policies and procedures And much more **Emergency Department Compliance Manual, 2016 Edition** Ginsberg, Martin, Kelley, 2016-03-18 Emergency Department Compliance Manual 2016 Edition provides everything you need to stay in compliance with complex emergency department regulations. The list of questions helps you quickly locate specific guidance on difficult legal areas such as Complying with COBRA Dealing with psychiatric patients Negotiating consent requirements Obtaining reimbursement for ED services Avoiding employment law problems Emergency Department Compliance Manual also features first hand advice from staff members at hospitals that have recently navigated a Joint Commission survey and includes frank and detailed information Organized by topic it allows you to readily compare the experiences of different hospitals Because of the Joint Commission's hospital wide function based approach to evaluating compliance it s been difficult to know specifically what s expected of you in the ED Emergency Department Compliance Manual includes a concise grid outlining the most recent Joint Commission standards which will help you learn what responsibilities you have for demonstrating compliance Plus Emergency Department Compliance Manual includes sample documentation that hospitals across the country have used to show compliance with legal requirements and Joint Commission standards Age related competencies Patient assessment policies and procedures Consent forms Advance directives Policies and protocols Roles and responsibilities of ED staff Quality improvement tools Conscious sedation policies and procedures Triage referral and discharge policies and procedures And much more Emergency Department

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