

# Thyroid and Endocrine Center of South Texas

## NOTICE OF PRIVACY PRACTICES

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.**

The **Thyroid and Endocrine Center of South Texas** uses health information about you for treatment, for administrative purposes, and to evaluate the quality of care that you receive. Your health information is contained in a medical record that is the physical property of the **Thyroid and Endocrine Center of South Texas**.

#### How **Thyroid and Endocrine Center of South Texas** May Use Your Health Information

For Treatment. The **Thyroid and Endocrine Center of South Texas** may use your health information to provide you with medical treatment or services. For example, information obtained by a health care provider, such as a physician, nurse, or other person providing health services to you, will record information in your record that is related to your treatment. This information is necessary for health care providers to determine what treatment you should receive. Health care providers will also record actions taken by them in the course of your treatment and note how you respond to the actions. **Thyroid and Endocrine Center of South Texas** may use your health information when referring you to other health care professionals and facilities.

For Payment. The **Thyroid and Endocrine Center of South Texas** may use and disclose your health information to others for the purposes for you to get reimbursed payment for treatment and services that you receive. For example, you should submit the superbill to your insurance carrier or a health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment or supplies used in the course of treatment. The **Thyroid and Endocrine Center of South Texas** may use your information to contact you about account balances. The **Thyroid and Endocrine Center of South Texas** may use your information to access financial assistance programs for you that may help to defray the costs associated with your care or treatment.

For Health Care Operations. The **Thyroid and Endocrine Center of South Texas** may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the medical staff, risk or quality improvement personnel, and others to:

- Evaluate the performance of our staff;
- Access the quality of care and outcomes in your cases and similar cases;
- Learn how to improve our facilities and services; and
- Determine how to continually improve the quality and effectiveness of the health care we provide.

Required by Law. The **Thyroid and Endocrine Center of South Texas** may use and disclose information about you as required by law. For example, the **Thyroid and Endocrine Center of South Texas** may disclose information for the following purposes:

- For judicial and administrative proceedings pursuant to legal authority;
- To report information related to victims of abuse, neglect or domestic violence; and
- To assist law enforcement officials in their law enforcement duties.

Appointment Reminder and Treatment Calls. The **Thyroid and Endocrine Center of South Texas** may contact you to provide appointment reminders or information about treatment plans, medication or test results, other health-related benefits and services that may be of interest to you. When contacts are made via telephone, messages will be left on answering machines with limited information.

Notification. The **Thyroid and Endocrine Center of South Texas** may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your location, and general condition.

Communication with Family. The **Thyroid and Endocrine Center of South Texas's** health professional and staff, exercising their best judgment, may disclose to you family member, other relative, close personal friend or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

Business Associates. In some cases, the **Thyroid and Endocrine Center of South Texas** contracts with business associates to provide services on its behalf. An example includes arrangements with business associates to provide and collect services. The **Thyroid and Endocrine Center of South Texas** may disclose your health information to such a business associate so that they can perform their respective job functions. To protect your health information, however, the **Thyroid and Endocrine Center of South Texas** requires the business associate to safeguard your information.

Public Health. Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury, disability or for other health oversight activities.

Decedents. Health information may be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.

Organ/Tissue Donation. Your health information may be used or disclosed for organ or tissue donation purposes.

# Thyroid and Endocrine Center of South Texas

Health and Safety. Your health information may be disclosed to avert a serious threat to the health or safety of you or any other person pursuant to applicable law.

Food and Drug Administration (FDA). **The Thyroid and Endocrine Center of South Texas** may disclose to the FDA health information relative to adverse events with respect to food, supplements, product and product defects, or post marketing surveillance information to enable product recalls, repairs, or replacement.

Government Functions. Specialized government functions such as protection of public officials or reporting to various branches of the armed services that may require use or disclosure of your health information.

Workers Compensation. Your health information may be used or disclosed in order to comply with laws and regulations related to Workers Compensation.

Other Uses. Other uses and disclosures will be made only with your written authorization and you may revoke the authorization except to the extent the Thyroid and Endocrine Center of South Texas has taken action in the reliance on such.

## **Your Health Information Rights**

You have the right to:

- Request a restriction on certain uses and disclosures of your information; however

Your signature confirms you have read and understood this document and must accompany your history sheet.

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Patient signature