

NOTICE OF PRIVACY PRACTICES

Established Pursuant to the Health Insurance Portability and Accountability Act ("HIPAA")

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.

Understanding Your Health Record/Information

Each time you visit ENT & Sinus Center (or any hospital, physician, or other health care provider) a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment
- Means of communication among the many health professionals who contribute to your cure
- Legal document describing the care you received
- Means by which you or a third-party payer can verify that services billed were actually provided
- A tool in the education of health professionals
- A source of data for the medical research
- A source of information for public health officials charged with improving the health of the nation
- A source of data for facility planning and marketing
- A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve

Understanding what is in your record and how your health information is used helps you to:

- Ensure its accuracy
- Better understand who, what, when, where, and why others may access your health information
- Make more informed decisions when authorizing disclosure to others

Your Health Information Rights

Although your health record is the physical property of the healthcare practitioner or facility that compiled it, the information belongs to you. You have the right to:

- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522; however, you must make such a request in writing.
- Obtain a paper copy-of the notice of privacy practices upon request.
- Inspect and obtain a copy of your health record as provided for in 45 CFR 164.524; however, you must make such a request in writing.
- Amend your health record as provided in 45 CFR 164.526; however, you must make the request to amend your health record in writing and provide a reason for the requested amendment.
- Obtain an accounting of disclosures of your health information as provided in 45 CFR 164.528; however, you must make such a request in writing.
- Request communications of your health information by alternative means or at alternative locations.
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken.

Our Responsibilities

ENT & Sinus Center is required by law to:

- Maintain the privacy of your health information
- Provide you with a notice as to our legal duties and privacy practices with respect to information we collect and maintain about you
- Abide by the terms of this notice
- Notify you if we are unable to agree to a requested restriction
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will post a copy of such changes and make a copy available to you upon request.

We will not use or disclose your health information without your authorization, except as described in this notice.

For More Information or to Report a Problem

If you have questions and would like additional information, you may contact Compliance Officer, Dr. Henry Nguyen at (909) 466-8400. Our address is 8241 Rochester Ave, Suite 130, Rancho Cucamonga, CA 91730. If you believe your privacy rights have been violated, you can file a complaint with our Compliance Officer or with the Secretary of Health and Human Services. You may file a complaint with our Compliance Officer by providing a written complaint at the address listed above. There will be no retaliation for filing a complaint.