

Notice of Health Information Practices

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Introduction

Dr. Miguel Pupiales is committed to treating and using protected health information about you responsibly. This Notice of Health Information Practices describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information. This notice is effective October 16, 2002 and applies to all protected health information as defined by federal regulations.

Understanding Your Health Record/Information

- Each time you visit the office of Miguel Pupiales, MD a record of your visit is made. Typically, this record contains your symptoms, examination and test results, diagnosis, treatment, and plan for future care of treatment. This information, often referred to as your health or medical records, serve as a:
- Basis for planning your care and treatment.
- Means of Communication among the many health professionals who contribute to your care,
- Legal documents describing the care you received,
- Means by which you or a third party payer can verify that services billed were actually provided,
- 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, and make more informed decisions when authorizing disclosure to others.

Your Health Information Rights

Although your health record is the physical property of the office of Miguel Pupiales, MD the information belongs to you. You have the right to:

- Obtain a paper copy of this notice of information practice upon request,
- Inspect and copy your health record as provided for in 45 CFR 164.524,
- Obtain an accounting of disclosure of your health information as provided in 45 CFR 164.528,
- Request communications of your health information by alternative means at alternative locations,
- Request a restriction on certain uses and disclosures of your information as provided by 45 CFR 164.522, and
- Revoke your authorization to use or disclose health information except to the extent that action already taken.

Our Responsibilities are to:

- Maintain the privacy of your health information
- Provide you with this 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, and
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations.

We reserve the right to change our practice and to make the new provisions effective for all protected health information we maintain. Should our information practice change, we will mail a reviewed notice to the address you've supplied us. We will not use or disclose your health information without your authorization, except as described in this notice. We will also discontinue using or disclosing your health information after we have received a written revocation of the authorization according to the procedures included in the authorization.

For More Information or to Report a Problem

If you have questions and would like additional information you may contact the practice's Privacy Officer at 505-820-1858. If you believe your privacy rights have been violated, you can file a complaint with the practice's Privacy Officer or with the Office of Civil Rights, U.S. Department of Health and Human Services; there will be no retaliation for filing a complaint with either the Privacy Officer or the Office for Civil Rights. The address for the OCR is listed below.

Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F HHH Building
Washington, D.C. 20201