



This notice describes how information about you may be used and disclosed and how you can gain access to this information. Please review it carefully.

NOTICE OF PRIVACY PRACTICES

1. Prime Care Family Practice may use and disclose protected health information (PHI) for treatment, payment and healthcare operations. Examples of these include, but are not limited to, requested preschool, life insurance or sports physicals, referral to nursing homes, foster care homes, home health agencies and/or referral to other providers for treatment. Payment examples include but are not limited to insurance companies for claims including coordination of benefits with other insurers, collection agencies. Healthcare operations included, but are not limited to, internal quality control and assurance including auditing of records.
2. Prime Care Family Practice is permitted or required to use or disclose PHI without the individual's written consent or authorization in certain circumstances. For example: for public health requirement, court orders, law enforcement investigations or when we are required to do so by federal, state or local law.
3. Prime Care Family Practice will not make any other use or disclosure of a patient's PHI without the individual's written authorization. Such authorization may be revoked at any time. Revocation must be written.
4. Prime Care Family Practice may, at times, contact the patient to provide appointment reminders or information regarding treatment alternatives or other health-related benefits and services that may be of interest to the individual patient. We may contact you by mail or telephone. Our message will include the name of our practice and/or the name of our provider, as well as the date and time for your appointment or a reminder that an appointment needs to be scheduled.
5. Prime Care Family Practice will abide by the terms of this notice or the notice currently in effect at the time of the disclosure.
6. Prime Care Family Practice reserves the right to change the terms of its notice and to make new notice provisions effective for all PHI that it maintains.
7. Prime Care Family Practice will make available to each patient a copy of any revisions of its Notice of Privacy Practice at the time of their next visit. Copies may be requested at any time at our office.
8. You have the right to inspect and obtain a copy of your PHI that we maintain and have in our possession, including medical records and billing records, but not including psychotherapy notes. There will be a fee associated with your request. Any request must be made in writing. Under certain circumstances, we may deny your request to inspect your medical information. If denied, you have a right to have that determination reviewed.

9. You have the right to ask us to amend your medical information, if we maintain this information. Any request must be made in writing. In certain circumstances, we may deny your request for an amendment. If we deny your request, you have the right to file a disagreement with us and we will respond in writing to you.
10. You have the right to request a restriction or limitation on the PHI we use or disclose about you for your treatment, payment, or healthcare operations as described in this notice. You also have the right to request a limit on the medical information we disclose about you to someone who is involved in your care (like a family member or friend). Prime Care Family Practice is not required to agree to your request. You have the right to withdraw restrictions at any time. Any request for restrictions or withdraws must be made in writing.
11. Any person/patient may file a complaint to the Practice and Secretary of Health and Human Services if they believe their privacy rights have been violated. To file a complaint with the practice, please write to the Compliance Officer at the following address: Mrs. Varratta Boose, 4700 Puddledock Road, Suite 300, Prince George, VA 23875. All complaints will be addressed, and the results will be reported to the Prime Care Family Practice Corporate Compliance Committee.
12. It is the policy of Prime Care Family Practice that no retaliatory action will be made against any individual who submits or conveys a complaint of suspected or actual non-compliance of the privacy standards.
13. For further information, contact Deidra F. Mann, Office Administrator at 4700 Puddledock Road, Suite 300, Prince George, VA 23875.
14. The effective date of this document is April 11, 2003.

Patient/Guardian Signature: _____ Date: _____