

CHRISTIAN HEALTH SERVICE OF SYRACUSE

TO OUR CLIENT PATIENTS,

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. Please review this information carefully.

OUR DUTY: Be assured that your physicians have always been extremely protective of your medical information. New laws now extend protection beyond the physician's office to your insurance companies, billing services and others who have access to your medical records and electronic information about you. The statement below describes the policies of this office.

We are now specifically required by law to protect the privacy of your information, provide this notice about our information practices and follow the information practices as described in this notice.

CHRISTIAN HEALTH SERVICE OF SYRACUSE only keeps medical information that is necessary for the processing and collection of medical claims. We keep this information confidential.

HOW WE USE INFORMATION ABOUT YOU:

- To obtain payment for treatment
- For administrative purposes
- To evaluate the accuracy of coding and billing procedures

We are only allowed to use or disclose identifiable health information about you without your authorization for a very few specific reasons. Subject to certain requirements, we may only give out health information without your authorization for public health services, auditing purposes and emergencies. **In any other situation, and whenever possible, we will ask for your written authorization to disclose information;** you can revoke that authorization to stop any future uses and disclosures at any time. Information used or disclosed pursuant to the authorization may be subject to redisclosure by the recipient and no longer be protected by this rule.

WE MAY CHANGE OUR POLICY: Before we make a significant change in our policies, we will change our notice and post the new notice. You can also request a copy of our notice at any time.

YOUR RIGHTS: In most cases, you have the right to submit a written request to CHRISTIAN HEALTH SERVICE OF SYRACUSE to look at or get a copy of your medical information, statements and billing information. CHRISTIAN HEALTH SERVICE OF SYRACUSE must respond to your request within 30 days. You also have the right to receive a list of instances where we have disclosed health information about you for reasons other than payment or related administrative purposes. If you believe that information in your record is incorrect or if important information is missing, you have the right to request that we correct the existing information or add the missing information. You may request in writing that we do not use or disclose your information for payment and administrative purposes except when specifically authorized by you, when required by law, or in emergency circumstances. We will consider your request but are not legally required to accept it.

DO YOU HAVE A CONCERN ABOUT THIS? If you are concerned that we have violated your privacy rights or you disagree with a decision we made about access to your records, you should let us know. You also may send a written complaint to the US Department of Health and Human Services. The staff can provide you the address upon request.