

NOTICE OF PRIVACY POLICIES

1. We are a member of Silver Cross Medical Group and therefore your information is available to all providers within this network. It is our commitment to protect your health information. This notice describes how our medical information may be used and disclosed and your rights to your protected health information.
2. **How we may use and disclose your health information.** Each time you visit our office, a record is made. We use medical records for treatment, referrals, reimbursement, and for administrative and legal purposes. Information may be shared by paper, mail, fax, electronic mail, or other methods. We may use or disclose your health information for several reasons. Before those situations occur, except for billing reasons, we will ask for your written authorization; these can be revoked at any time.
3. **Your rights.** Although your record is a physical property of our office, you have the right to obtain copies of your medical records (we may charge you a cost based fee). You also have the right to request a list of specific disclosures that we have made. If you believe some information is missing or incorrect, you have the right to request that we correct it.
4. **Our responsibilities.** We are required by law to protect the privacy of your health information, to provide this notice about our privacy practice and to document your acknowledgment of receipt of this notice. We may change our privacy policies at any time, if so we will post the new notice in the waiting area. You may also request a copy of our notice at any time.
5. **For more information or to report a problem.** If your rights have been violated or if you disagree with a decision we made about access to your health information, please contact the Practice's Privacy Officer at (815) 300-7020. You also may send a written complaint to the US Department of Health and Human Resources.