



A Lifetime of Caring

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Your Information.
Your Rights.
Our Responsibilities.

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.

Your Rights

You have the right to:

- Get a copy of your paper or electronic medical record
Correct your paper or electronic medical record
Request confidential communication
Ask us to limit the information we share
Get a list of those with whom we've shared your information
Get a copy of this privacy notice
Choose someone to act for you
File a complaint if you believe your privacy rights have been violated

See page 2 for more information on these rights and how to exercise them

Your Choices

You have some choices in the way that we use and share information as we:

- Tell family and friends about your condition
Provide disaster relief
Include you in a hospital directory
Provide mental health care
Market our services and sell your information
Raise funds

See page 3 for more information on these choices and how to exercise them

Our Uses and Disclosures

We may use and share your information as we:

- Treat you
Run our organization
Bill for your services
Help with public health and safety issues
Do research
Comply with the law
Respond to organ and tissue donation requests
Work with a medical examiner or funeral director
Address workers' compensation, law enforcement, and other government requests
Respond to lawsuits and legal actions
Health Information Exchange
Business Associates
Psychotherapy Notes
Sign In Sheet
Incidental Disclosures

See pages 3 & 4 for more information on these uses and disclosures

# Your Rights

**When it comes to your health information, you have certain rights.**

This section explains your rights and some of our responsibilities to help you.

## Get an electronic or paper copy of your medical record

- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

## Ask us to correct your medical record

- You can ask us to correct health information about you that you think is incorrect or incomplete. Ask us how to do this.
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

## Request confidential communications

- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will say “yes” to all reasonable requests.

## Ask us to limit what we use or share

- You can ask us not to use or share certain health information for treatment, payment, or our operations. We are not required to agree to your request, and we may say “no” if it would affect your care.
- If you pay for a service or health care item out-of-pocket in full, you can ask us not to share that information for the purpose of payment or our operations with your health insurer. We will say “yes” unless a law requires us to share that information.

## Get a list of those with whom we’ve shared information

- You can ask for a list (accounting) of the times we’ve shared your health information for six years prior to the date you ask, who we shared it with, and why.
- We will include all the disclosures except for those about treatment, payment, and health care operations, and certain other disclosures (such as any you asked us to make). We’ll provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

## Get a copy of this privacy notice

- You can ask for a paper copy of this notice at any time, even if you have agreed to receive the notice electronically. We will provide you with a paper copy promptly.

## Choose someone to act for you

- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.
- We will make sure the person has this authority and can act for you before we take any action.

## File a complaint if you feel your rights are violated

- You can complain if you feel we have violated your rights by contacting us using the information on page 1.
- You can file a complaint with the Florida Health Department by sending a letter to 4052 Bald Cypress Way, Bin C75, Tallahassee, Florida 32399-3260, calling 850-245-4339, or visiting [www.floridahealth.gov/licensing-and-regulation/enforcement/admin-complaint-process/index.html](http://www.floridahealth.gov/licensing-and-regulation/enforcement/admin-complaint-process/index.html)
- We will not retaliate against you for filing a complaint.

## Your choices

### For certain health information, you can tell us your choices about what we share.

If you have a clear preference for how we share your information in the situations described below, talk to us. Tell us what you want us to do, and we will follow your instructions.

#### In these cases, you have both the right and choice to tell us to:

- Share your information with your family, close friends, or others involved in your care
- Share information in a disaster relief situations
- Include your information in a hospital directory

*If you are not able to tell us your preference, for example if you are unconscious, we may go ahead and share your information if we believe it is in your best interest. We may also share your information when needed to lessen a serious and imminent threat to health or safety.*

#### In these cases, we never share your information unless you give us written permission:

- Marketing purposes
- Sale of your information
- Most sharing of psychotherapy notes

#### In the case of fundraising:

- We may contact you for fundraising efforts, but you can tell us not to contact you again.

## Our Uses and Disclosures

### How do we typically use or share your health information?

We typically use or share your health information in the following ways.

#### Treat you

- We can use your health information and share it with other professionals who are treating you.

*Example: A doctor treating you for an injury asks another doctor about your overall health condition.*

#### Run our organization

- We can use and share your health information to run our practice, improve your care, train our staff, and contact you when necessary.

*Example: We use health information about you to manage your treatment and services.*

#### Bill for your services

- We can use your health information to bill and get payment from health plans or other entities.

*Example: We give information about you to your health insurance plan so it will pay for your services.*

#### Help with public health and safety issues

- We can share health information about you for certain situations such as:
  - Preventing disease
  - Helping with product recalls
  - Reporting adverse reactions to medications
  - Reporting suspected abuse, neglect, or domestic violence
  - Preventing or reducing a serious threat to anyone's health or safety

**How else can we use or share your health information?** We are allowed or required to share your information in other ways – usually in ways that contribute to the public good, such as public health and research. We have to meet many conditions in the law before we can share your information for these purposes. For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html).

- Do research**
  - We can use or share your information for health research.

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- Comply with the law**
  - We will share information about you if state or federal laws require it, including with the Department of Health and Human Services if it wants to see that we’re complying with federal privacy law.

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- Respond to organ and tissue donation requests**
  - We can share health information about you with organ procurement organizations.

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- Work with a medical examiner or funeral director**
  - We can share health information with a coroner, medical examiner, or funeral director when an individual dies.

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- Address workers’ compensation, law enforcement, and other government requests**
  - We can use or share health information about you:
    - For workers’ compensation claims
    - For law enforcement purposes or with a law enforcement official
    - With health oversight agencies for activities authorized by law
    - For special government functions such as military, national security, and presidential protective services

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- Respond to lawsuits and legal actions**
  - We can share health information about you in response to a court or administrative order, or in response to a subpoena.

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- Health Information Exchange**
  - We can share health information electronically to participating health care providers that are in need of immediate access to your pertinent medical information necessary for treatment, payment and health care operations
  - Sensitive information such as: certain mental health, alcohol and substance abuse treatment information; HIV testing and information; or any other health information that requires patient consent in order to be disclosed, *will never be included*.

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- Business associates**
  - We may contract with one or more third parties in the course of our business operations. WE may disclose your health information to our business associates so that they can perform the job we have asked them to do.
  - We require that our business associates sign a business associate agreement and agree to safeguard the privacy and security of your health information.

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- Psychotherapy Notes**
  - We will not use or disclose your psychotherapy notes without your prior written authorization except for the following:
    - Use by the originator of the notes for your treatment
    - For training our staff, students, and other trainees
    - For use or disclosure in connection with our defense of a proceeding brought by you
    - If the law requires us to disclose the information to you or the Secretary of HHS or for some other reason
    - In response to health oversight activities concerning your psychotherapist
    - To avert a serious and imminent threat to health or safety
    - To the coroner or medical examiner after you die

## Sign In Sheets

- We may use and disclose medical information about you by having you sign in when you arrive at our office.
- We may also call out your name when we are ready to see you.

## Incidental Disclosure

- We make reasonable efforts to avoid incidental disclosures of your protected health information

*Example: A conversation that may be overheard between you and our team members at an AMG facility.*

## Our Responsibilities

- We are required by law to maintain the privacy and security of your protected health information.
- We will let you know promptly if a breach occurs that may have compromised the privacy or security of your information.
- We must follow the duties and privacy practices described in this notice and give you a copy of it.
- We will not use or share your information other than as described here unless you tell us we can in writing. If you tell us we can, you may change your mind at any time. Let us know in writing if you change your mind.
- Destruction of records: AMG complies with state and federal regulations in regards to the destruction of records, specifically:
  - The health care record of a person who is less than 23 years of age may not be destroyed
  - The health care record of a person who has reached the age of 23 years may be destroyed after 5 years from the date the record was received or created, unless federal law requires that it be retained for a longer period of time
  - The health care record of a person must be maintained for 5 years, after it has been received or created, unless federal law requires that it be retained for a longer period of time

For more information see: [www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html](http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/noticepp.html).

## Changes to the Terms of this Notice

We can change the terms of this notice, and the changes will apply to all information we have about you. The new notice will be available upon request, in our office, and on our website.

## This Notice of Privacy Practice applies to AMA Medical Group, LLC.

### Contact Information

If you have any questions or complaints about this Notice or our privacy practices, please contact:

AMA Medical Group, LLC  
Antonio Souchet, Privacy Officer  
125 Patricia Avenue  
Dunedin, FL. 34698  
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