



## NOTICE OF INFORMATION PRACTICES

1. Halifax Heart Center may use and disclose protected health information, payment and healthcare operations. Examples of these include, but are not limited to, requested preschool or sports physicals, referral to nursing homes, foster care homes, home health agencies and/or insurance companies for claims including coordination of benefits with other insurers. Healthcare operations include but are not limited to internal quality control and assurance including auditing of records.
2. Halifax Heart Center is permitted or required to use or disclose protected health information without the individual's written consent or authorization in certain circumstances. Two examples of such are for public health requirements or court orders.
3. Halifax Heart Center will not make any other use of disclosures of a patient's protected health information without the individual's written authorization. Such authorizations may be revoked at any time. Revocation must be written.
4. Halifax Heart Center will abide by the terms of this notice currently in effect at the time of the disclosure.
5. Halifax Heart Center reserves the right to change the terms of its notice and to make new notice provisions effective for all protected health information that it maintains. Halifax Heart Center will provide each patient with a copy of any revisions of its Notice of Information Practices at the time of their next visit, or at their known address if there is a need to use or disclose any protected health information of the patient. Copies may also be obtained at any time at our offices.
6. Any patient, guardian or personal representative has the right to object to the use of their health information for directory purposes.
7. Any parent, guardian or personal representative has the right to request to inspect and obtain copies of their medical record.
8. Any patient, guardian or personal representative has the right to request amendments be made to their medical record.
9. Any patient, guardian or personal representative has the right to request a six-year accounting of all disclosures of their medical records. The history will be provided within 60 days of the request and a reasonable charge maybe assessed for any copies after the first requested in a 12-month period.
10. Any patient, guardian or personal representative has the right to request restrictions as to how their health information may be used or disclosed to carry out treatment, payment or healthcare operations. The Practice is not required to agree to the restriction requested, but if the Practice does agree, the Practice must abide by those restrictions.
11. Any person/patient may file a complaint to the Practice and to the Secretary of Health and Human Services if they believe their privacy rights have been violated. To file a complaint with the practice, please contact the Privacy Officer at the following address and/or phone number, Halifax Heart Center, 2232 Wilborn Ave, Suite A, South Boston, VA 24592, telephone 434-572-8977 and fax number 434-572-2510. All complaints will be addressed and the results will be reported to the Privacy Officer.
12. It is the policy of Halifax Heart Center that no retaliatory action will be made against any individual who submits or conveys a complaint or suspected or actual non-compliance of the privacy standards.

Effective date: 4-1-2012. Date: \_\_\_\_\_

Name of Patient \_\_\_\_\_

Signature of Patient or Legal Guardian \_\_\_\_\_