

# YOUR RIGHTS WITH RESPECT TO YOUR HEALTH INFORMATION

## How You Can Manage Your Protected Health Information (PHI)

01.

### THE RIGHT TO REQUEST LIMITS ON USES AND DISCLOSURES.

You have the right to ask us not to use or disclose certain PHI for treatment, payment, or health care operations purposes. We are not required to agree to your request, and we may say "no" if we believe it would affect your health care.

02.

### THE RIGHT TO REQUEST RESTRICTIONS FOR OUT-OF-POCKET EXPENSES PAID FOR IN FULL.

You have the right to request restrictions on disclosures of your PHI to health plans for payment or health care operations purposes if the PHI pertains solely to a health care item or a health care service that you have paid for out-of-pocket in full.

03.

### THE RIGHT TO CHOOSE HOW WE SEND PHI TO YOU.

You have the right to ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address, and we will agree to all reasonable requests.

04.

### THE RIGHT TO SEE AND GET COPIES OF YOUR PHI.

Other than "psychotherapy notes," you have the right to get an electronic or paper copy of your medical record and other information that we have about you. We will provide you with a copy of your record, or a summary of it, if you agree to receive a summary, within 30 days of receiving your written request, and we may charge a reasonable, cost based fee for doing so.

05.

### THE RIGHT TO GET A LIST OF THE DISCLOSURES I HAVE MADE.

You have the right to request a list of instances in which we have disclosed your PHI for purposes other than treatment, payment, or health care operations, or for which you provided us with an authorization. We will respond to your request for an accounting of disclosures within 60 days of receiving your request. The list we will give you will include disclosures made in the last six years unless you request a shorter time. We will provide the list to you at no charge, but if you make more than one request in the same year, we will charge you a reasonable cost based fee for each additional request.

06.

### THE RIGHT TO CORRECT OR UPDATE YOUR PHI.

If you believe that there is a mistake in your PHI, or that a piece of important information is missing from your PHI, you have the right to request that we correct the existing information or add the missing information. We may say "no" to your request, but we will tell you why in writing within 60 days of receiving your request.

07.

### THE RIGHT TO GET A PAPER OR ELECTRONIC COPY OF THIS NOTICE.

You have the right get a paper copy of this notice, and you have the right to get a copy of this notice by e-mail. And, even if you have agreed to receive this notice via e-mail, you also have the right to request a paper copy of it.

