

Notice of Privacy Practices

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.

Neurological Consultants, P.C. is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about the privacy practices at Neurological Consultants, P.C. please contact: Privacy Officer, 4545 E. 9th Ave. #510, Denver, CO 80220 303-321-0700.

Effective Date of This Notice: April 14, 2003

1. How Neurological Consultants, P.C. may Use or Disclose Your Health Information

Neurological Consultants, P.C. collects health information from you and stores it in a chart and on a computer. This is your medical record. The medical record is the property of Neurological Consultants, P.C., but the information in the medical record belongs to you. Neurological Consultants, P.C. protects the privacy of your health information. The law permits Neurological Consultants, P.C. to use or disclose your health information for the following purposes:

1. Treatment: Neurological Consultants, P.C. may use and disclose PHI about you in the course of providing treatment to you. This may include communicating with other health care providers. An example of this may be, if we were to refer you to another physician, we may release PHI to assist this physician with future treatment.

2. Payment: Payment means such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities and utilization review.

3. Regular Health Care Operations: Regular health care operations include all daily administrative functions of the practice including the possible provision of PHI to others for purposes of utilization review, peer review, quality assurance, practice management, or maintenance of internal systems. Examples of this would be daily appointment reminder calls or cooperating with an outside organization that assesses the quality of care we provide for you.

4. Information provided to you.

5. Notification and communication with family. We may disclose your health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or in the event of your death. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.

6. Required by law. As required by law, we may use and disclose your health information.

7. Public health. As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability; reporting child abuse or neglect; reporting domestic violence; reporting to the Food and Drug Administration problems with products and reactions to medications; and reporting disease or infection exposure.

8. Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.

9. Judicial and administrative proceedings. We may disclose your health information in the course of any administrative or judicial proceeding.

10. Law enforcement. We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena and other law enforcement purposes.

11. Deceased person information. We may disclose your health information to coroners, medical examiners and funeral directors.

12. Organ donation. We may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues.

13. Research. We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board or Neurological Consultants privacy board.

14. Public safety. We may disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or the general public.

15. Specialized government functions. We may disclose your health information for military, national security, prisoner and government benefits (Medicare/Medicaid) purposes.

16. Worker's compensation. We may disclose your health information as necessary to comply with worker's compensation laws.

II. When Neurological Consultants, P.C. May Not Use or Disclose Your Health Information:

Except as described in this Notice of Privacy Practices, Neurological Consultants, P.C. will not use or disclose your health information without your written authorization. If you do authorize Neurological Consultants, P.C. to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

III. Your Health Information Rights

1. You have the right to request restrictions on certain uses and disclosures of your health information. Neurological Consultants, P.C. is not required to agree to the restriction that you requested.

2. You have the right to receive your health information through a reasonable alternative means or at an alternative location. Such requests must be submitted in writing.

3. You have the right to inspect and copy your health information.

4. You have a right to request that Neurological Consultants, P.C. amend your health information that is incorrect or incomplete. We not required to change your health information and will provide you with information about Neurological Consultants, P.C.denial and how you can disagree with the denial.

5. You have a right to receive an accounting of disclosures of your health information made by Neurological Consultants, P.C., except that we do not have to account for the disclosures described in parts 1 (treatment), 2 (payment), 3 (health care operations), 4 (information provided to you) and 16 (certain government functions) of section I of this Notice of Privacy Practices.

6. You have a right to a paper copy of this Notice of Privacy Practices.

If you would like to have a more detailed explanation of these rights or if you would like to exercise one or more of these rights, contact: Privacy officer, 4545 E. 9th Ave. #510, Denver, CO 80220, 303-321-0700

IV. Changes to this Notice of Privacy Practices

Neurological Consultants, P.C. reserves the right to amend this Notice of Privacy Practices at any time in the future, and to make the new provisions effective for all information that it maintains, including information that was created or received prior to the date of such amendment. Until such amendment is made, Neurological Consultants, P.C. is required by law to comply with this Notice.

If we revise this Notice, we will post the new Notice in our office and make copies of this revised Notice available upon request.

V. Complaints

Complaints about this Notice of Privacy Practices or how Neurological Consultants, P.C. handles your health information should be directed to:

Neurological Consultants, P.C.
Attn: Privacy Officer
4545 E. 9th Ave. #510
Denver, CO 80220
303-321-0700

If you are not satisfied with the manner in which this office handles a complaint, you may submit a formal complaint to:

Department of Health and Human Services
Office of Civil Rights
Hubert H. Humphrey Bldg.
200 Independence Avenue, S.W.
Room 509F HHH Building
Washington, DC 20201

You may also address your complaint to one of the regional Offices for Civil Rights. A list of these offices can be found online at <http://www.hhs.gov/ocr/regmail.html>.