

## **\*\*Patient Privacy Policy\*\***

On behalf of the Dickinson and Sagrado Corazon Family Clinic, we value and respect the privacy of our patients. This privacy policy explains how we collect, use, and protect your medical and personal information, in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other applicable laws.

### **\*\*1. Information We Collect\*\***

We collect various types of information about our patients, including:

- **\*\*Personal Information:\*\*** Name, address, phone number, email address, date of birth, and Social Security number.
- **\*\*Medical Information:\*\*** Medical history, test results, diagnoses, treatments, medications, and any other information related to your health.
- **\*\*Payment Information:\*\*** Health insurance information and payment details.

### **\*\*2. How We Use Your Information\*\***

We use your information for the following purposes:

- **\*\*Provision of Medical Care:\*\*** To provide you with quality medical care and coordinate your treatment.
- **\*\*Billing and Payments:\*\*** To process payments and manage insurance claims.
- **\*\*Healthcare Operations:\*\*** To improve our services, conduct quality assessments, and comply with legal and regulatory requirements.
- **\*\*Communication:\*\*** To communicate with you about your medical care, appointment reminders, and other relevant information.

### **\*\*3. Protection of Your Information\*\***

We implement physical, electronic, and administrative security measures to protect your information against unauthorized access, alterations, disclosures, or destructions. These measures include:

- **\*\*Data Encryption:\*\*** We protect your electronic medical information through encryption during transmission and storage.
- **\*\*Access Controls:\*\*** Only authorized personnel have access to your medical information.
- **\*\*Staff Training:\*\*** All our staff receive training on the importance of patient privacy and how to handle your information securely.

#### **\*\*4. Sharing Your Information\*\***

We only share your medical information under the following circumstances:

- **\*\*With Your Consent:\*\*** We will share your information with third parties only with your explicit consent, except as permitted or required by law.
- **\*\*For Treatment:\*\*** We may share your information with other healthcare providers involved in your treatment.
- **\*\*For Payments:\*\*** We may share your information with insurance companies and other third parties to process payments and claims.
- **\*\*For Healthcare Operations:\*\*** We may share your information to improve our services and comply with legal and regulatory requirements.

#### **\*\*5. Your Rights\*\***

Under HIPAA, you have certain rights regarding your medical information, including:

- **\*\*Right to Access Your Information:\*\*** You can request to view and obtain a copy of your medical information.
- **\*\*Right to Request Corrections:\*\*** You can request that errors in your medical information be corrected.
- **\*\*Right to Request Restrictions:\*\*** You can ask us to limit the use or disclosure of your medical information for certain purposes.
- **\*\*Right to Receive a Disclosure Report:\*\*** You can request a report of who has accessed your medical information.

#### **\*\*6. Changes to This Policy\*\***

We reserve the right to update this privacy policy at any time. Any changes will be posted on our website, and if necessary, we will notify you directly.

#### **\*\*7. Contact\*\***

If you have any questions or concerns about this privacy policy or how we handle your information, please contact us at:

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**\*\*Conclusion\*\***

On behalf of the Clinic, we are committed to protecting your privacy and the security of your medical information. We appreciate your trust and are here to answer any questions you may have about our privacy policy.