

Notice of Privacy Practices For Cypress Clinic

Notice to Patient: 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.

Uses and Disclosures

Treatment. Your health information may be used by staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment. For example, results of laboratory tests and procedures will be available in your medical records for all health care professionals who may provide treatment or who may be consulted by staff members.

Payment. Your health information may be used to seek payment from your health plan, from other sources of coverage such as an automobile insurer, or from credit card companies that you may have used to pay for services. For example, your health plan may request and receive information on dates of services, the services provided, and the medical condition being treated.

Health Care Operations. Your health information may be disclosed to support day-to-day activities and management of this medical practice. For example, information on the services you received may be used to support budgeting and financial reporting and activities to evaluate and promote quality.

Law Enforcement. Your health information may be disclosed to law enforcement agencies who support government audits and inspections, to facilitate law enforcement investigations, and to comply with government mandated reporting.

Public Health Reporting. Your health information may be disclosed to public health agencies as required by law. For example, we are required to report certain communicable disease to the state's public health department.

Other Uses and Disclosures. Disclosure of your health information or its uses for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use disclosure of information that occurred before you notified us of your decision to revoke your authorization.

Additional Uses of Information.

Appointment reminders. Your health information may be used by our staff to send you appointment reminders.

Information about treatments. Your health information may be used to send you information that you may find interesting on the treatment and management of your medical condition. We may also send you information describing other health-related products and services we believe may interest you.

Individual Rights

You have certain rights under the federal privacy standards. These include:

- The right to request restrictions on the use and disclosure of your protected health information.
- The right to receive confidential communications concerning your medical condition and treatment.
- The right to inspect and copy your protected health information.
- The right to amend or submit corrections to your protected health information.
- The right to receive and accounting of how and to whom your protected health information has been disclosed for reasons other than those relating to treatment, payment of health care operations.
- The right to receive a printed copy of this notice.

Duties of Cypress Clinic

We are required by law to maintain the privacy of your protected health information and to provide you with this notice of privacy practices.

We are also required to abide by the privacy practices that are outlined in this notice.

Right to Revise Privacy Policies

As permitted by law, we reserve the right to amend or modify our privacy policies and practices. These changes in our policies and practices may be required to be changed in federal and state laws and regulations. Upon request, we will provide you with the most recently revised notice on any office visit. The revised policies and practices will be applied to all protected health information we maintain.

Requests to Inspect Protected Health Information

You may generally inspect or copy the protected health information that we maintain. As permitted by federal regulation, we require that requests to inspect or copy protected health information be submitted in writing. You may obtain a form to request access to your records by contacting the Privacy Officer. Your request will be reviewed and will generally be approved unless there are legal or medical reasons to deny the request.

Complaints

If you would like to submit a comment or complaint about our privacy practices, you can do so by sending a letter outlining your concerns to:

_____, Privacy Officer
Cypress Clinic
622 Cypress St.
Sulphur, LA 70663

If you believe that your privacy rights have been violated, you should call the matter to our attention by sending a letter describing the cause of your concern to the same address.

You will not be penalized or otherwise retaliated against for filing a complaint.

Contact Person

_____, Privacy Officer
Cypress Clinic
622 Cypress St.
Sulphur, LA 70663
Telephone Number: (337)-527-2491

Effective Date

This notice is effective on January 28, 2005.

THE CYPRESS CLINIC

**ACKNOWLEDGEMENT OF RECEIPT OF NOTICE OF
PRIVACY PRACTICES**

I, _____, _____, have received/read the
Patient Name Date of Birth

Notice of Privacy Practices Version 001 for The Cypress Clinic.

Signature of Patient Date

Guarantor of Patient if Minor Relationship

I hereby authorize Cypress Clinic to disclose any information from my health record to the following individuals:

Name relationship

Name relationship

Date Signature of Patient

Signature of Witness