

GyneSolo, P.C.
NOTICE OF PRIVACY PRACTICES

Effective Date: April 1, 2005

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

WHO WILL FOLLOW THIS NOTICE

This Notice describes the practices of GyneSolo, P.C. and the practices that will be followed by GyneSolo, P.C. employees who handle your medical information.

OUR PLEDGE REGARDING YOUR PROTECTED HEALTH INFORMATION

GyneSolo, P.C. understands that medical information about you and your health is personal. We are committed to protecting medical information about you. We maintain our records and conduct our treatment environment with a goal of providing the highest level of protection for your medical information, while still providing you with quality women's healthcare from a woman's perspective. This Notice applies to all of the records of your medical care which are received or created by GyneSolo, P.C.

Your other medical treatment providers (e.g. other physicians, hospitals, home health agencies, etc.) may have different policies or notices regarding the use and disclosure of your medical information.

This Notice will tell you about the ways in which GyneSolo, P.C. may use and disclose medical information about you. Your medical information, also referred to as protected health information (PHI), is that information about you, including demographic information, that may identify you and that relates to your past, present or future physical or mental health information and related health care services. In this Notice, we also describe your rights and certain obligations GyneSolo, P.C. has regarding the use and disclosure of protected health information. We are required by law to:

- Make sure that medical and other information that identifies you (PHI) is kept private;
- Give you this Notice of our legal duties and privacy practices with respect to protected health information about you; and
- Follow the terms of the Notice that is currently in effect.

USES AND DISCLOSURE FOR TREATMENT, PAYMENT AND HEALTHCARE OPERATIONS

By becoming a patient of GyneSolo, P.C., you are giving consent for GyneSolo, P.C. to use your protected health information for certain activities, including treatment, payment, and other health care operations.

USES AND DISCLOSURE FOR APPOINTMENT REMINDERS

We may use and disclose your medical information to contact you as a reminder that you have an appointment at the office. If you request that such communication be made confidentially, please contact our office in writing. We will accommodate all reasonable requests.

USES AND DISCLOSURE TO OTHERS INVOLVED IN YOUR HEALTH CARE

We may disclose to a member of your family, a relative, a close friend, or any other person you identify, your protected health information that directly relates to that person's involvement in your medical care. If you are unable to agree or object to this disclosure, we may disclose such information necessary if we determine that it is in your best interests based on our professional judgment. We may also use or disclose protected health information to notify or assist in notifying a family member, personal representative, or any other person that is responsible for your care of your location, general condition, or death. Finally, we may use or disclose your protected health information to an authorized public or private entity to assist in disaster relief efforts and to coordinate uses and disclosures to family or other individuals involved in your health care.

USES AND DISCLOSURE IN EMERGENCY SITUATIONS

We may use or disclose your protected health information in an emergency treatment situation. If this happens, your physician will attempt to obtain your acknowledgement of this Notice as soon as reasonably practicable after the delivery of treatment.

USES AND DISCLOSURE FOR HEALTH-RELATED BENEFITS OR SERVICES

From time to time, GyneSolo, P.C. may use and disclose protected health information to tell you about certain health-related benefits or services that may be of interest to you.

USES AND DISCLOSURE REQUIRED BY LAW

We will use or disclose protected health information about you when required to do so by federal, state, or local law. The use or disclosure will be made in compliance with the law and will be limited to the relevant requirements of the law. You will be notified, if the law requires us to do so, of any such uses or disclosures. We must make disclosures to you and when required by the Secretary of the Department of Health and Human Services to investigate or determine our compliance with the law.

USES AND DISCLOSURE FOR PUBLIC HEALTH ACTIVITIES

We may disclose your protected health information for public health activities and disclosure for such purposes will be to public health authority that is permitted by law to collect or receive the information. The disclosure will be made for purposes such as controlling disease, injury, or disability. Disclosures to public health authorities may include disclose to a foreign authority that is working with the public health authority.

USES AND DISCLOSURES RELATED TO COMMUNICABLE DISEASES

We may disclose your protected health information, if authorized by law, to a person who may have been exposed to a communicable disease or may otherwise be at risk of contracting or spreading the disease of condition.

DISCLOSURES FOR HEALTH OVERSIGHT ACTIVITIES

We may disclose protected health information to a health oversight agency for activities authorized by law. These activities include, for example, audits, investigations, and inspections. These activities are necessary for the government to monitor health care systems, the delivery of health care, government benefit programs, other government regulatory programs, and civil rights laws.

DISCLOSURES TO THE FOOD AND DRUG ADMINISTRATION

We may disclose your protected health information to a person or company required by the Food and Drug Administration (FDA) to report adverse events, product defects or other problems, biologic product deviations, track products; to enable product recalls; to make repairs or replacements; or to conduct post-market surveillance, as required.

DISCLOSURES FOR LAWSUITS AND DISPUTES

If you are involved in a lawsuit or a dispute, we may disclose protected health information about you in response to a court order or administrative order. We may also disclose protected health information about you in response to a subpoena, discovery request, or other lawful process by someone else involved in the dispute, but only if efforts have been made to tell you about the request or to obtain an order protecting the information requested.

DISCLOSURES TO LAW ENFORCEMENT

We may release protected health information if asked to do so by a law enforcement official, in response to a court order, subpoena, warrant, summons, or similar process. Other related disclosures may include disclosures relating to individuals who are Armed Forces personnel, to national security and intelligence agencies, as well as disclosures

to authorized federal officials for the protection of the President of the United States or other authorized persons or foreign heads of state.

DISCLOSURES TO CORONERS, FUNERAL DIRECTORS, AND ORGAN DONATION

We may disclose protected health information about you to a coroner or medical examiner for identification purposes, determining cause of death, or for the coroner or medical examiner to perform other duties required by law. We may also disclose protected health information about you to a funeral director in order to permit the funeral directory to carry out legal duties, and may do so if death is reasonably anticipated. Your protected health information may also be disclosed for certain organ donations to which you may have agreed.

DISCLOSURES FOR RESEARCH

We may disclose your protected health information to researchers when their research has been approved and protocols have been established to ensure the privacy of your information. We may also disclose a limited set of your information, as allowed under the law, for research purposes.

DISCLOSURES RELATED TO CRIMINAL ACTIVITY

We may disclose your protected health information, consistent with federal and state laws, if we believe that the use or disclosure is necessary to prevent or lessen a serious or imminent threat to the health or safety of a person or the public, or if it is necessary for law enforcement authorities to identify or apprehend an individual.

DISCLOSURES FOR WORKER'S COMPENSATION

We may release protected health information about you for worker's compensation or similar programs. These programs provide benefits for work-related injuries or illness.

YOUR RIGHTS REGARDING PROTECTED HEALTH INFORMATION ABOUT YOU

Right to Inspect and Copy. You have the right to inspect and copy protected health information that may be used to make decisions about your medical care. Usually this right includes both medical and billing records. You must submit your request in writing. If you request a copy of the information, we may charge a fee for the costs of copying, mailing or other supplies associated with your request. Your request to inspect and copy your information may only be denied in very limited circumstances and you have a right to request that any such denial be reviewed.

Right to Request Restrictions. You have the right to request that we restrict the use and disclosure of your protected health information for treatment, payment and health care operations. *We are not required to agree with your request.* If we do agree, we will comply with your request unless the information is needed to provide you emergency treatment. To request restrictions, you must make your request in writing. In your request, you must tell us (1) what information you want to limit; (2) whether you want to limit our use, disclosure, or both; and (3) to whom you want the limits to apply.

Right to Confidential Communications. You also have the right to receive private health information by alternative means or at alternative locations. For example, you can ask that we only contact you at work or by mail. To request confidential communications, you must make your request in writing. We will not ask you the reason for your request. We will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

Right to Amend. If you feel that the protected health information we have about you is incorrect or incomplete, you have the right to request that your protected health information be amended. Only the health care entity (e.g. doctor, hospital, clinic, etc.) that created your protected health information is responsible for amending it. Contact us for more information regarding the procedures for submitting such a request.

Right to a Paper Copy of this Notice. You have the right to a paper copy of this Notice. You may ask us to give you a copy of this notice at any time. In addition you can use the following methods to obtain a copy;

- You may obtain a copy of this Notice at our website: <http://www.gynesolo.net>
- You may request a copy of this Notice by Contacting:
GyneSolo, P.C.
HIPAA Security Officer
400 Southpointe Blvd.
Suite 110
Canonsburg, PA 16317

To learn more about these procedures, or to make any of these request, you should contact Robert Keller at 724-916-0163

CHANGES TO THIS NOTICE

GyneSolo, P.C. reserves the right to change this notice. We reserve the right to make the revised or changed Notice effective for protected health information we already have about you, as well as any information we create or receive in the future. We will post a copy of the current Notice in the GyneSolo, P.C. lobby, and on our website:

www.gynesolo.net

The notice will contain, in the top right corner, the effective date.

COMPLAINTS

If you believe your privacy rights have been violated and/or that GyneSolo, P.C. has not followed this policy, you may file a complaint with GyneSolo, P.C. 's HIPAA Privacy Officer, or with the Secretary of the Department of Health and Human Services. To file a complaint with GyneSolo, P.C. contact Robert Keller, President, and HIPAA Privacy Officer at **724-916-0163**. All complaints must be submitted in writing. **You will not be penalized for filing a complaint.**

OTHER USES OF PROTECTED HEALTH INFORMATION

Other uses and disclosure of your protected health information not covered by this notice or the laws that apply to GyneSolo, P.C. will be made only with your written permission ("authorization"). If you provide us permission to use or disclose protected health information about you, you may revoke that permission, in writing, at any time. If you revoke your permission, we will no longer use or disclose protected health information about you for the reasons covered in that authorization. You understand that we are unable to take back any disclosure we have already made with your permission, and that we are required to retain our records of the medical treatment or other services that we provided to you.

QUESTIONS

If you have any questions regarding this Notice, please contact Robert Keller, President, GyneSolo, P.C. 400 Southpointe Blvd Suite 110, Canonsburg, PA 15317, Phone **724-916-0163**