

PROTECTING YOUR HEALTH INFORMATION AND YOUR PRIVACY

Dear Valued Patient,

This notice describes my office policy regarding how medical information about you may be used and disclosed, how you can obtain access to this information, and how your privacy is being protected.

In order to maintain the level of service you expect from my office, I may need to share limited personal medical and financial information with your insurance company, with Workman's Compensation (and your employer in this instance), or with other medical practitioners that you authorize.

Safeguards in my office include:

- policies and procedures for handling information
- limited access to facilities where information is stored
- requirements for third parties to contractually comply with privacy laws
- all medical files and records (including: e-mail, regular mail, telephone, and faxed transmissions) are kept on permanent file

In administering your health care, I may gather and maintain information that may include non-public personal information. The types of information I may use include:

- medical history, treatment notes, all test results, and any letters, faxes, e-mails or telephone conversations to or from other health care practitioners
- financial transactions with me (billing transactions)
- information from health care providers, insurance companies, workman's comp and your employer, and other third party administrators (i.e.: medical record requests, claim payment information)

I value our relationship and respect your right to privacy. If you have any questions about my privacy guidelines, please call me at the number listed below.

Sincerely,

Patti L. Polman