

FOR WOMEN, INC.
NOTICE OF PRIVACY PRACTICES
Effective 09/09/2013

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS FORM CAREFULLY.

For Women, Inc. Pledge to You

We know your medical information is personal and we are committed to protect your privacy. We create a record of your care and services to meet legal requirements and to provide you the best care. This notice applies to your medical record that we maintain for services or items we provide you at your locations. Your personal doctor may follow a different notice for your medical record created and maintained in her office. We are required by law:

- To keep medical information about you private.
- To give you this notice, explaining our legal duties to protect your privacy.
- To follow the terms of the notice that is currently in effect.
- To notify you if we fail to protect your privacy.

Changes to This Notice

We may change our policies at any time and the changes will apply to current and any new medical information we collect. Before we make a major change in policy, we will change our notice and post it in waiting areas and on our website at www.forwomeninc.net (Click on "Privacy Practices" under "About Us"). You may request the current notice at any time. When we change our notice, we will offer you a copy of the current notice at your next visit, and we will ask you to acknowledge in writing your receipt of this notice. This notice is currently effective, with the effective date shown just below the title.

How We May Use and Share Medical Information about You

We may use and share medical information about you for:

- **Treatment:** sharing your medical information with other health care providers involved in your care or to a specialist for a referral
- **Payment:** sending billing information to your insurance company or Medicare
- **Health Care Operations:** comparing patient data to improve treatment standards

In following privacy laws and regulations, we must meet the stricter of state or federal laws and regulations. Where state laws are stricter than federal laws, we will meet the applicable state law.

We will use or share your medical information **without your permission for:**

- **Public Health Registries:** disease prevention, birth or death, or disability
- **Other Required Reporting:** quality data and patient satisfaction reporting
- **Health Oversight Audits or Inspections:** health department, independent review organizations, or accreditation surveys
- **Qualified Research Studies:** as approved by an institution review board

We will also disclose medical information when **required by law** for:

- **Domestic Violence, Abuse or Neglect:** to protect the health and safety of patients
- **Organ and Tissue Donation and Procurement:** when death is certain
- **Worker's Compensation:** eligibility for claims due to work-related injury
- **Health, Safety, or Other Emergencies:** to prevent or lessen serious threats to yourself, another person, or the general public
- **Law Enforcement or Correctional Institution:** while in lawful custody or an inmate
- **Judicial or Administrative Orders:** lawsuits or other disputes in response to court order or subpoena
- **Coroners or Medical Examiners:** to identify the decedent

- **Specialized Government Functions:** military and veteran's activities, national security activities, and protective services for the President and others

We may share your medical information with business associates that contract with this health system. All business associates must follow this notice and are directly responsible for compliance with applicable state and federal privacy laws and regulations.

Authorizations and Other Uses of Medical Information

We may use and disclose your protected health information for the purpose of providing treatment, obtaining payment for services rendered, and to maintain healthcare operations.

(For example: We may provide protected health information to your insurance company for the purpose of obtaining payment for services rendered. We may also release information to a referring doctor for the purpose of obtaining treatment for a medical condition.)

Other uses and disclosures not outlined above will be made only with the individual's written authorization. The individual may revoke in writing such authorization at any time.

Please note: For Women, Inc. may contact patients to provide appointment reminders or information about treatment alternatives or other health related benefits and services that may be of interest to the individual.

Complaints

You have the right to contact the Department of Health and Human Services of Civil Rights with complaints regarding the Privacy Practices of For Women, Inc. For Women, Inc. **will not** retaliate against any patient who chooses to pledge a complaint regarding privacy practices and/or the use, disclosure, and handling of protected health information. You may also contact our Director of HIPAA Compliance with any concerns you have regarding the use, disclosure, and handling of protected health information.