



## NOTICE OF PRIVACY PRACTICES

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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.

We are required by law to provide you this notice that explains our privacy practices with regards to your medical information for treatment, payment and health care operations; as well as for other purposes that are permitted or required by law. You have certain rights regarding the privacy of your protected health information and we also describe them in this notice.

***Ways in which we may use and disclose your protected health information:*** The following paragraphs describe different ways that we use and disclose your protected health information. We have provided an example for each category, but these examples are not meant to be exhaustive. We assure you that all of the ways we are permitted to use and disclose your health information fall within one of these categories.

**Treatment:** We will use and disclose your protected health information to provide, coordinate or manage your health care and any related services. We will also disclose your health information to other physicians who may be treating you.

Additionally, we may from time to time disclose your health information to another physician who

we have requested be involved in your care. For example- We would disclose your health information to a specialist to who we have referred you for a diagnosis to help in your treatment.

**Payment:** We will use and disclose your protected health information to obtain payment for the health care services we provide you. For example- We may include information with a bill to a third party payer that identifies you, your diagnosis, procedures performed and supplies used in rendering the service.

**Health Care Operations:** We will use and disclose your protected health information to support the business activities of our practice. For example- We may use medical information about you to review and evaluate our staff's performance while caring for you. In addition, we may disclose your health information to third party business associates who perform billing, consulting or transcription services for our practice.

***Other ways we may use and disclose your protected health information:***

**Appointment Reminders:** We will use and disclose your protected health information to contact you as a reminder about scheduled appointments.

**Treatment Alternatives:** We will use and disclose your protected health information to tell you about or recommend possible scheduled appointments.

**Others Involved in Your Care:** We will use and disclose your protected health information to a family member, a relative, a close friend or any

other person you identify in writing that is involved in your medical care or payment of care.

**Research:** We will use and disclose your protected health information to researchers, provided the research has been approved by an institutional review board that had reviewed the research proposal and established protocols to ensure the privacy of your health information.

**As required by Law:** We will use and disclose your protected health information when required to by federal, state or local law. You will be notified of any such disclosure.

**To Avert a Serious Threat to Public Health or Safety:** We will use and disclose your protected health information to a public health authority that is permitted to collect or receive the information for purpose of controlling disease, injury or disability. If directed by that health authority, we will also disclose your health information to a foreign government agency that is collaborating with that public health authority.

**Worker's Compensation:** We will use and disclose your protected health information for worker's compensation or similar programs that provide benefits for work-related injuries or illness.

**Inmates:** We will use and disclose your protected health information to a correctional institute or law enforcement official, if you are an inmate of that correctional institute or under the custody of law enforcement official. This information would be necessary for the institution to provide you with

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healthcare; to protect the health, safety and security of the correctional institution.

**Your Health Information Rights:** Although your health record is the physical property of the health care practitioner or facility that compiled it, the information belongs to you. You have the right to:

**A Paper Copy of this Notice:** You have the right to receive a paper copy of this notice upon request. You may obtain a copy by asking our office staff at your next visit or by calling and asking us to mail you a copy.

**Inspect and Copy:** You have the right to inspect and copy your protected health information that we maintain about you in our designated record set for as long as we maintain that information. This designated record set includes your medical and billing records, as well as any other records we use for making decisions about you. Any psychotherapy notes that may have been included in records we received about you are not available for your inspection or copying by law. We may charge you a fee for the costs of copying, mailing, or other supplies used in fulfilling your request. If you wish to inspect a copy of your medical information, you must submit your request in writing to:

Temecula Valley Cardiology Medical Group, Inc.  
25405 Hancock Avenue, Suite #216  
Murrieta, CA 92562

You may mail your request or bring it to the office. We will have 30 days to respond to your request for information that we maintain at our practice site.

**Request Amendment:** You have the right to request that we amend your medical information, if you feel that it is incomplete or inaccurate. You must make this request in writing stating exactly what information is

incomplete or inaccurate and your reasoning that supports your request. We are permitted to deny your request if: -the information created was not created by us, or the person who created it is no longer available to make the amendment. -the information is not permitted to inspect or copy. -the information is not permitted to inspect or copy. -the information is not part of the designated record set kept by this practice, or if it is the opinion of the health provider that the information is accurate and complete.

**Request Restrictions:** You have the right to request a restriction or limitation of how we use or disclose your medical information for treatment, payment or health care operations. For example, you could request that we not disclose information about prior treatment to a family member or friend who may be involved in your medical care or payment care. Your request must be in writing. We are not required to agree to your request if we feel it is in your best interest to use or disclose that information. However, if we agree, we will comply with your request unless that information is needed for emergency treatment.

**An Accounting of Disclosures:** You have the right to request a list of disclosures of your health information we have made outside of our practice that were not for treatment, payment or health care operations. Your request must be made in writing and must state the time period for the requested information. You may not request information for any date prior to April 14, 2003 (the compliance date for the Federal Regulation) nor for a period greater than seven years (our legal obligation to retain information). Your first request for a list of disclosures within 12-months of the first request, we may charge you a fee for the costs of providing the subsequent list. We will notify you of such cost and afford you the opportunity to withdraw your request before any costs are incurred.

**Request Confidential Communications:** You have the right to request how we communicate with you to preserve your privacy. For example- You may request that we call you only at your work number or by mail at a special address of postal box. Your request must be made in writing and must specify how or where we are to contact you. We will accommodate all reasonable requests.

**File a Complaint:** If you believe we have violated your medical information privacy rights, you have the right to file a complaint with our practice or directly to the Secretary of the United States Department of Health and Human Services. To file a complaint with our practice, you must make it in writing within 180 days of the suspected violation. Provide as much detail as you can about the suspected violations and send to:

Temecula Valley Cardiology Medical Group, Inc.  
25405 Hancock Avenue, Suite #216  
Murrieta, CA 92562

You should know that there would be no retaliation for your filing a complaint.

**Uses or Disclosures Not Covered:** Uses or disclosures of your health information not covered by this notice of the laws that apply to us may only be made with your written authorization. You may revoke such authorization in writing at any time and we will no longer disclose health information about you for the reasons stated in your written authorization. Disclosures made in reliance on the authorization prior to the revocation are not affected by the revocation.

**For More Information:** If you have questions about this notice or would like additional information, you may contact the Practice Manager at (951) 698-4600.

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