

NOTICE OF PRIVACY PRACTICES

Park Medical Associates and Park Medical Laboratory

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please read it carefully.

Understanding your health record/information:

Each time you visit our facility, a record is made of your visit. Typically, this record contains your symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information, often referred to as your health information or medical record, serves as a basis for planning your care and treatment and serves as a means of communication among the many health professionals who contribute to your care. Understanding what is in your record and how your health information is used helps you to ensure its accuracy, better understand who, what, when, where, and why others may access your health information, and make more informed decisions when authorizing disclosure to others. This information may be submitted through the U.S. Postal Service, fax submission, e-mail, voice mail and/or personal communications. We are required by law to maintain the privacy of your health information and to provide you with this notice of our duties and practices.

BUSINESS ASSOCIATES: There may be some services provided in our organization through contacts with Business Associates. Examples include patient billing, reference laboratory testing, and off-premise storage of some medical records. When these services are contracted, we may disclose some or all of your health information to our Business Associates so that they can perform the jobs we have asked them to do. To protect your health information, however, we require the Business Associate to appropriately safeguard your information.

NOTIFICATION: We may use or disclose information to notify or assist in notifying a family member, personal representative, or another person responsible for your care, your whereabouts and your general condition.

COMMUNICATION WITH FAMILY: Health professionals, using their best judgment, may disclose to a family member, other relatives, close personal friends or any other person you identify, health information relevant to that person's involvement in your care or payment related to your care.

FUNERAL DIRECTORS: We may disclose health information to funeral directors consistent with applicable law to carry out their duties.

ORGAN PROCUREMENT ORGANIZATIONS: Consistent with applicable law, we may disclose health information to organ procurement organizations or other entities engaged in the procurement, banking, or transplantation of organs for the purpose of tissue donation and transplant.