

## NOTICE OF PRIVACY PRACTICES

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.

By law, all medical entities are required to protect the privacy of your personal medical information. They are also required to give you this notice to tell you how they may use and give out (“disclose”) your personal medical information held by medical entities.

Edward Shin M.D., P.A. **must** use and give out your personal medical information to provide information:

- To you or someone who has the legal right to act for you (your personal representative),
- To the Secretary of the Department of Health and Human Services, if necessary, to make sure your privacy is protected.
- Where required by law.

Edward Shin M.D., P.A. **has the right** to use and give out your personal medical information to pay for your health care.

- The billing offices of Edward Shin M.D., P.A. uses your personal medical information to pay or deny your claims, to collect your premiums, to share your benefit payment with your other insurer(s), or to prepare your Medicare Summary Notice.
- Edward Shin M.D., P.A. may use your personal medical information to make sure you and other insurance beneficiaries get quality health care, to provide customer services to you, to resolve any complaints you have, or to contact you about research studies.

Edward Shin M.D., P.A. **may** use or give out your personal medical information for the following purposes under limited circumstances:

- To State and other Federal agencies that have the legal right to receive medical data
- For public health activities (such as reporting disease outbreaks)
- For government health care oversight activities (such as fraud and abuse investigations)
- For judicial and administrative proceedings (such as in response to a court order)
- For law enforcement purposes (such as providing limited information to locate a missing person)
- For research studies that meet all privacy law requirements (such as research related to the prevention of disease or disability)
- To avoid a serious and imminent threat to health or safety
- To create a collection of information that can no longer be traced back to you

By law, medical entities must have your written permission (an “authorization”) to use or give out your personal medical information for any purpose that isn’t set out in this notice. You may take back (“revoke”) your written permission at any time.

By law, you have the right to:

- See and get a copy of your personal medical information held by Edward Shin M.D., P.A.
- Have your personal medical information amended if you believe that it is wrong or if information is missing, and if Edward Shin M.D., P.A. agrees. If Edward Shin M.D., P.A., you may have a statement of your disagreement added to your personal medical information.
- Ask Edward Shin M.D., P.A. to communicate with you in a different manner or at a different place (for example, by sending materials to a P.O. Box instead of your home address).
- Get a separate paper copy of this notice.