

# Anne Arundel Primary Care, LLC

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## **NOTICE OF PRIVACY PRACTICES AND POLICY**

The privacy of your medical information is important to us. We understand that your medical information is personal and we are committed to protecting it. We create a record of the care and services you receive at Anne Arundel Primary Care, LLC. We need this record to provide you with quality care and comply with certain legal requirements. This notice will tell you about the ways we may use and share medical information about you. We also describe your rights and certain duties we have regarding the use and disclosure of medical information. This notice takes effect on June 5, 2006 and remains in effect until we replace it.

1. **We respect our patient's privacy.** Every individual has an expectation of privacy in the handling and use of his/her personal information that includes sensitive benefit and claims information
2. **Different ways we may use and disclose medical information.**
  - a. **For Treatment:** We may use medical information about you to provide you with medical treatment or services. We may disclose medical information about you to doctors, nurses, technicians, medical students, or other people who are taking care of you. We may also share medical information about you to your other health care providers to assist them in treating you.
  - b. **For Payment:** We may use and disclose your medical information for payment purposes. A bill may be sent to you or a third-party payer. The information on or accompanying the bill may include your medical information.
  - c. **Worker's compensation:** We may disclose health information when authorized or necessary to comply with laws relating to workers compensation or other similar programs.
  - d. **Law Enforcement:** Under certain circumstances, we may disclose health information to law enforcement officials. These circumstances include reporting required by certain laws (such as the reporting certain types of wounds), pursuant to certain subpoenas or court orders, reporting limited information concerning identification and location at the request of a law enforcement official, reports regarding suspected victims of crimes at the request of a law enforcement official, reporting death, crimes on our premises, and crimes in emergencies.
3. **Our patients have the right to review, obtain a copy and correct their personal information.** You may request, **in writing**, that we provide copies of your medical records. If you request copies, we may charge a nominal fee for each page, and postage if you want the copies mailed to you.
4. **We do not engage in the sale or trading of mailing lists or personal information to anyone for any other purposes other than Treatment, Payment or health care Operations (TPO).**
5. **We require our business affiliates to abide by our privacy principles.** In our business dealings, we hold our suppliers, consultants and practitioners to the same high ethical standards in protecting your privacy by requiring that they pledge to uphold these privacy principles.
6. **We will enforce our principles.** In holding our affiliates and ourselves to these principles, we pledge to vigorously enforce sanctions for the violation thereof, whether by malicious intent, through negligence or through ignorance.

Please read and keep!