

## Potomac Family Planning Center

### Notice of Privacy Practices and Patient Rights

Federal guidelines (HIPAA) dictate the protection of your medical information, how it may be used, disclosed, and how you can have access to this information. This notice includes information regarding your rights as a patient to make decisions about your medical care.

We are committed to protecting the privacy of your health record and the confidentiality of your visit. Your healthcare record (chart) and the information it contains will not be disclosed to anyone or any outside agency without written authorization from you unless such a release is required by law or in a medical emergency or medical treatment.

We will use your health information for the purpose of:

- Treatment: Information obtained by staff will be used to determine your best course of treatment.
- Insurance: If you provide insurance, a claim will be filed and sent to your insurance company with information that identifies you, as well as your diagnosis and treatment.
- Healthcare operations: We may share your information with other healthcare providers to assist them in helping you (e.g. If you follow-up with your physician after your abortion care).
- We may disclose medical information as required by law (e.g. to the Food and Drug Administration [FDA] relative to adverse events such as product defects or product recalls).
- To public health or legal authorities charged with preventing or controlling disease, injury, domestic abuse, child abuse or neglect.
- For law enforcement purposes such as in response to a valid subpoena.

#### Your Rights as a Patient

Your health and wellbeing depend on a collaborative effort between you and our staff in a mutually respectful alliance. You contribute to this alliance when you fulfill your responsibility as a patient when seeking care and being candid with the physician by providing a truthful and complete medical history.

The physicians and staff can best contribute to a mutually respected alliance by serving as your advocate and by respecting your rights as a patient. These include the right:

- to courtesy, respect, dignity, and timely, responsive attention to your needs.
- to receive information from you and to have opportunity to discuss the benefits, and risks of appropriate treatment alternatives, including the risks, and benefits of forgoing treatment.
- to expect the physician to provide guidance about what he or she may consider the optimal course of action for you based on the physician's objective professional judgement.
- to ask questions about your health status or recommend treatment when you do not fully understand what has been described and to have your questions answered.
- to make decisions about the care the physician recommends and to have those decisions respected. You may accept or refuse any recommended medical intervention.
- to have the physician and staff respect your privacy and confidentiality.
- to obtain a second opinion.

Although your health record is the physical property of the facility you have the right to:

- request restriction on certain uses and disclosures of your information.
- obtain a copy of your health record and an accounting of disclosures of your health information.
- revoke your authorization to use or disclose health information except to the extent that action has already been taken. All requests must be in writing.

We reserve the right to change practices and to make the new provision effective for all protected health information we maintain

If you have questions, or if you want to report a problem, please contact our Privacy Officer at (301) 251-9124. Complaints may also be filed with the secretary of Health and Human Services (866) 627-7748.