

## EXCELLENCE IN WOMEN'S HEALTHCARE

### 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 RREVIEW IT CAREFULLY.**

**Notice of Privacy Practices** - a written notice in compliance with the requirements of Health Insurance Portability and Accountability Act (HIPAA), and the Health Information Technology for Economic and Clinical Health (HITECH) Act, enacted as part of the American Recovery and Reinvestment Act (ARRA) of 2009, made available from Excellence in Women's Healthcare to an individual or the individual's personal representative at the first delivery or service, or at the individual's next visit following a revision to the Notice, that describes the uses and disclosures of protected health information that may be made by Excellence in Women's Healthcare and the individual's rights and Excellence in Women's Healthcare legal duties with respect to protected health information.

Protected Health Information (PHI) - individually identifiable health information that is transmitted or maintained in any form or medium, including electronic media. Protected health information does not include employment records held by Excellence in Women's Healthcare in its role as an employer.

#### **HOW WE MAY USE AND DISCLOSE YOUR HEALTH INFORMATION**

**For Treatment.** We will use your health information to provide you with health care treatment and to coordinate or manage services with other health care providers, including third parties. We may disclose all or any portion of your health information to your attending physician, consulting physician(s), nurses, technicians, or other facility or health care personnel who have a legitimate need for such information in order to take care of you. Different departments of our facility will share your health information in order to coordinate the health care services you need such as prescriptions, lab work and ultrasound. We may disclose your health information to family members or friends, guardians or personal representatives who are involved with your health care. We may also use and disclose your health information to contact you for appointment reminders and to provide you with information about possible treatment options or alternatives and other health-related benefits and services. We also may disclose your health information to people outside the facility who may be involved in your health care after you leave the facility, such as other physicians involved in your care, specialty physicians, skilled nursing care facilities, and other healthcare-related services. We may use and disclose your health information to prescription networks to obtain your prescription benefits from payers, to obtain your medication history from different health care providers in the community such as pharmacies, and to send your prescriptions electronically to your pharmacy.

**For Payment.** We will use and disclose your health information for activities that are necessary to receive payment for our services, such as determining insurance coverage, billing, payment and collection, claims management, and medical data processing. For example, we may tell your health plan about a treatment you are planning in order to receive approval or to determine whether your plan will pay for the proposed treatment. We may disclose your health information to other health care providers so they can receive payment for health care services that they provided to you such as anesthesiologist, pathologist, radiologist, or emergency physician, and ambulance services. We may also give information to other third parties or individuals who are responsible for payment for your health care, such as the named insured under the health policy who will receive an explanation of benefits (EOB) for all beneficiaries who are covered under the insured's plan.

**Health Information Exchange.** Excellence in Women's Healthcare participates in multiple internet-based health information exchanges. As permitted by law, your health information will be shared with this exchange in order to provide faster access, better coordination of care and assist providers and public health officials in making more informed decisions. You may opt out and prevent searching of your health information by completing and submitting an Opt-Out form.