

Charleston Nephrology Associates, LLC

Notice of Privacy Practices



Our Practice is dedicated to maintaining the privacy of your protect health information ("PHI").

- Our staff is trained to safeguard your protected health information (PHI), and policies and procedures have been undated to ensure that our high standards of security are enforced throughout the practice.

YOUR RIGHTS UNDER THIS NEW LAW:

Although your health records are the physician property of Charleston Nephrology Associates, LLC, you have the following rights regarding the PHI that we maintain about you:

- The right to request that our Practice communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than work.
- The right to request restrictions on the use and disclosure of your PHI.
- The right to inspect and obtain copies of your PHI.
- The right to request that an electronic copy of your record be given to you or transmitted to another individual or entity.
- The right to ask our Practice to amend your health information if you believe it is incorrect or incomplete.
- Right to request an "accounting of disclosures." This accounting will not include certain disclosures of health information that we made, including disclosures to you, for purposes of treatment and payment health care operations.
- Right to Notice of Breach of Unsecured PHI.
- Right to Provide an Authorization for Other Uses and Disclosures.
- Right to a Paper Copy of this Notice.

The new law gives Charleston Nephrology Associates, LLC the right to use your PHI for treatment, payment and routine healthcare operations without a signed authorization from you. We reserve the right to revise or amend this Notice.

YOUR COMMITMENT TO US:

- Provide our staff with any changes of address, home/mobile telephone numbers, email address and provide current insurance information in order to keep your record up to date.
- Keep your appointment as scheduled or call to cancel within 24 hours so that we may utilize the time set aside for you.
- Paying your co-pays at time of visit and/or making regular payments on your account.
- This will help keep our costs down and enable us to provide you with lower health care costs.

Thank you.