

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED & DISCLOSED & HOW YOU CAN GET ACCESS TO THIS INFORMATION.
PLEASE REVIEW IT CAREFULLY.

Understanding your health record & Information

Each time you visit a physician or other healthcare provider, a record of your visit is made. Usually this record contains your symptoms, examinations, test results, diagnoses, treatment and a plan for future care of treatment. This information, often referred to as you as health or medical record serve as a:

- Basis for planning your care and treatment
- Means of communicating among the healthcare professionals connected with your care
- Legal documentation describing the care you received
- Means by which your insurance carrier can verify the services you received
- A tool in educating healthcare professionals
- A source of information for medical research
- Understanding your health information & how it is used helps you to:
 1. Ensure its accuracy
 2. To better understand who & why others may have access to your health information
 3. Make more informed decisions when authorizing access to others
- Per chapter 629 of NRS- records may be destroyed by shredding after 5 years

Your Health Information Rights

Although your health record is the physical property of the healthcare provider or facility that compiled it, the information belongs to you. You have the right to:

- Request a restriction as to certain uses & disclosures of your information
- Obtain a paper copy of the notice of information practices upon request
- Inspect and copy your health record
- Amend your health record
- Obtain a record of your healthcare disclosures
- Request information about your medical record by alternative means
- Revoke your authorization to use or disclose your health information, except where it has already been used.

Our Responsibilities

The practice is required to:

- Maintain the privacy of your health information (medical records)
- Provide you with a notice of our legal duties & privacy practices with respect to information we collect & maintain about you
- Abide by the terms of this notice
- Notify you if we are unable to agree to a requested restriction
- Accommodate reasonable requests you may have to communicate health information by alternative means

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change, we will provide you with a revised notice. We will not use or disclose your health information without your authorization, except as described in this notice.

To Report a Problem

If you believe your privacy rights have been violated, you can file a complaint with the directors of health information management or with the Secretary of Health & Human Services. There will be no retaliation for filing a complaint.