

## **JAMESTOWN AREA MEDICAL ASSOCIATES PRIVACY NOTICE EFFECTIVE 7/15/02**

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

Information concerning your medical treatment by healthcare providers of Jamestown Area Medical Associates, LLP (JAMA) is protected health information (PHI) and we must maintain the privacy and confidentiality of this information. We must additionally provide you with this notice of how your information could potentially be used.

Your protected health information may be used for the following purposes:

- Treatment such as when you are referred by a JAMA physician to another healthcare provider for treatment
- Payment, in order to verify treatment provided to you to a health insurance program to receive reimbursement
- Or, healthcare operations such as information reviewed by credentialing organizations to determine provider competence.

Additionally, your health information may be released without your consent or authorization in the following circumstances:

- As may be required by law, judicial proceedings, or law enforcement
- For public health purposes
- In situations involving victims of abuse, neglect, or domestic violence
- Health oversight activities
- Concerning decedents to medical examiners or coroners
- For research purposes, in limited situations
- To avert a serious threat to health and safety
- To comply with laws concerning Workers' Compensation.

Any other uses or disclosures of your health information will only be made with your written authorization and approval. You additionally have the right to revoke such authorization in writing.

### **YOUR RIGHTS**

- You have the right to request restrictions on certain uses and disclosures of your health information. We do not automatically have to agree with such restrictions, however.
- The right to receive confidential communications
- The right to inspect and copy protected health information
- The right to amend your protected health information if such information was provided by JAMA and in our record format
- The right to receive an accounting concerning where your health information was disclosed
- And, you have the right to complain to Jamestown Area Medical Associates, LLP and to the Secretary of Health and Human Services if you believe your privacy rights have been violated.

To file a complaint, contact the Executive Director of JAMA at 716-488-1877. There will be no repercussions towards you if you file a complaint.

## **JAMESTOWN AREA MEDICAL ASSOCIATES, LLP**

### **PRIVACY PROCEDURES**

**Privacy Policy:** Our practice recognizes and respects the fact that the patient has a right to inspect and obtain a copy of his/her Protected Health Information (PHI).

#### **Privacy Procedures to accomplish this Privacy Policy**

- The Privacy Official will provide the front office staff with an original form for patients to complete when the patient desires to inspect and copy his/her PHI.
- The front office staff will photocopy and make available to patients the form to inspect and copy PHI.
- The front office staff will respond to patient's requests and questions concerning inspecting and copying their PHI. In addition, the front office staff will distribute the form to the patients upon their request.
- Once the patient completes the form, the front office staff shall forward the form to the Site Coordinator.
- Once the patient has submitted his/her request in writing (using the practice's form is an option), the front office staff must verify that the patient's signature matches his/her signature on file.
- The Site Coordinator must review the patient's request and respond to the patient within 30 days from the date of the request. The Site Coordinator needs to review the specific request with the patient's treating physician. If the request is controversial or requires additional time for review, JAMA's Privacy Official needs to be involved.
- The Site Coordinator, with the Site Physician's approval, should agree to all reasonable requests. If access is denied, the Privacy Official must provide the patient with an explanation for the denial as well as a description of the patient's review appeal.
- When the patient has requested to inspect their PHI, and his/her request has been accepted, the Privacy Official or other authorized practice representative should accompany the patient to a private area to inspect his/her records and remain with the patient during inspection. After the patient inspects the record, the Privacy Official will note in the record the date and time of the inspection, and whether the patient made any requests for amendments or changes to the record.
- When the patient's request to copy his/her PHI has been accepted, the front office staff should copy his/her record within 30 days and may charge up to 75 cents per page.