

WOMEN'S HEALTH ASSOCIATES, P.C.

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 REVIEW IT CAREFULLY.

Women's Health Associates (WHA) is committed to protecting your personal health information. Personal health information may include such items as medical office notes, insurance claims listing your diagnosis or a medical treatment you received, or your laboratory test results. This notice about protecting your health information is required by law. It tells you about your rights and how WHA uses and discloses your health information.

Your Health Information Rights

You have certain rights regarding the health information WHA has about you. You have the right to:

- Request a restriction on certain uses and disclosures of your health information; however WHA is not required to approve your request.
- Request that WHA notify you about your health information in a way or at a location that will help you keep your health information confidential.
- Receive a list of disclosures WHA has made of your health information.
- Withdraw your permission at any time for WHA to disclose your health information, except for the information that WHA disclosed before you stopped your permission. The withdrawal must be made in writing.
- Review and obtain a copy of your own health information. Copies are available at a modest charge within 30 days of request.
- Ask WHA to change your health information if you believe it is incorrect or incomplete. WHA may deny your request and, if so, will give you the reason(s) why the request was denied.
- Receive a paper or electronic copy of this Notice of Privacy Practices upon request.

How Women's Health Associates May Use or Disclose Your Health Information

The law permits WHA to use or disclose your health information for the following purposes:

- For Treatment: WHA may use and disclose your health information to help you receive medical treatment and services. For example, WHA may use your health information to consult another physician, or to remind you of future appointments.
- For Payment: WHA may use and disclose your health information to obtain payment for your medical treatment and services. For example, a claim for healthcare services may be sent to your insurance company. The claim may contain information that identifies you, your diagnosis, and the treatment or supplies you received.
- For Health Care Operations: WHA may use and disclose your health information to conduct practice business activities. For example, your health information may be used to evaluate the quality of medical care you received and train staff.
- For Requirements by Law: WHA may use and disclose your health information when the law requires it. For example, WHA may disclose information to reply to proper requests for your health information from a court or other legal agency, to report information for public health and public safety, to assist law enforcement officials, and to allow government agencies to provide you with benefits and services.
- For Health Oversight Activities by government health agencies, for Research, and for Special Government Functions such as for the purpose of protecting public officials or reporting to branches of the armed services.

Obligations of Women's Health Associates

Women's Health Associates is required to:

- Maintain the privacy of your protected health information.
- Provide you with this Notice of Privacy Practices that describes the ways WHA may use and share your health information.
- Obtain your written authorization to use or disclose your health information for reasons other than those listed in this Notice and permitted by law.
- Abide by the terms of this Notice currently in effect. WHA reserves the right to make changes to this Notice at any time. The new provisions will be effective for all protected health information that WHA maintains. Revised notices will be made available to you at any of our office locations.

Contact Information for Further Explanation or to File Complaints

If you would like a more detailed explanation about your privacy rights, contact the Privacy Officer, Women's Health Associates, 27 Hospital Avenue, Danbury, Connecticut 06810 Phone: 203-798-0500. If you have a complaint that your privacy rights have been violated, contact the Privacy Officer or submit a formal complaint to the U.S. Secretary of Health and Human Services in Washington, DC. There will be no retaliation by Women's Health Associates if you file a complaint.

Effective Date: April 14, 2003