

NOTICE OF MEDICAL INFORMATION PRIVACY RIGHTS

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.

During your treatment at Northwest Iowa Surgeons, doctors, nurses, and other caregivers may gather information about your medical history and your current health. This notice will explain how such information may be used and shared with others. It will also explain your privacy rights regarding this kind of information.

Your medical information will be used and disclosed for the following purposes:

- **Treatment**
We will use your information to provide, coordinate, and manage your care and treatment.
For Example: A clinic physician may share your medical information with another physician for a consultation or a referral.
- **Payment**
We will use your information to receive payment of the services we provide.
For Example: We will disclose information in order to submit bills or claims to insurance companies and/or Medicare or Medicaid.
- **Health Care Operations**
We will use your information for certain activities related to the functioning of the clinic.
For Example: We may use or disclose information for quality assurance activities, legal services, underwriting, and other business management and administrative activities.
- **Appointment reminders and Other Health Information**
We may use your medical information to send you reminders about future appointments.
Your medical information may also be used to provide you with information about new or alternative treatments or other health care services.

Northwest Iowa Surgeons may also use or disclose your information for the following purposes:

- To people who will be taking care of you or helping to pay your medical bill, such as family members or close friends. Northwest Iowa Surgeons will only disclose medical information that these people need to know. We may also use your medical information to let family members or other responsible people know where you are and what your general medical condition is. If you are able to make your own health care decisions, Northwest Iowa Surgeons will ask your permission before using your medical information for these purposes. If you are unable to make healthcare decisions, Northwest Iowa Surgeons will disclose relevant medical information to family members or other responsible people if we feel it is in your best interest to do so. For example, we may provide limited medical information to allow a family member to pick up a prescription or report for you.
- Under emergency conditions, to government or other groups that assist in emergencies or disasters.
- Northwest Iowa Surgeons also may disclose or use your information without your consent in the following cases: when required by law; for public health activities; relating to victims of abuse/neglect/domestic violence, if required/authorized by law and/or if you agree; for health oversight activities; for judicial and administrative proceedings to the extent permitted or required by law; to coroners/medical examiners/funeral directors, as permitted by law; for organ donation purposes; for research purposes under certain circumstances; to avert a serious threat to health or safety; for certain specialized government functions, such as military discharge, and national security and intelligence; and for worker's compensation purposes.

Northwest Iowa Surgeons will not use or disclose your medical information in any other way unless you allow us to do so in writing. If you do give us permission to use or disclose your medical information for another purpose, you have the right to change your mind and revoke the permission at any time.

Your privacy rights:

- You may request that Northwest Iowa Surgeons, PC not use your medical information in certain ways or for certain purposes. You may also request that Northwest Iowa Surgeons, PC not provide your medical information to certain people. However, Northwest Iowa Surgeons, PC has the right to refuse your request, and Northwest Iowa Surgeons, PC may use or disclose your medical information in situations requiring emergency treatment, in which case we will ask the person(s) who receive the information not to further use or disclose the information.
- You may request that Northwest Iowa Surgeons, PC provide you with your medical information in a confidential manner. For example, you can request that we send your appointment reminders, bills, and other mailings to a different address or that we notify you of this kind of information in another way, such as by a phone call. You must make this request in writing and specify another address or means of communication. We may also ask you to give us information on how you will pay your bills.
- You may ask to see a copy of your medical records, unless law protects that information. You must make these requests in writing. If your request to look at or copy your medical records is denied, you have the right to have the denial reviewed by a health care professional. We will act upon your request within 30 days, and we may charge you a legally acceptable amount for copying costs.
- You may ask us to change information in your medical records. If your request is denied, you can write a statement of disagreement with the denial. It will be kept with your medical information.
- You may ask us to provide you with information about certain disclosures or your medical information in the past. You may request an accounting of disclosures made in the last six years.
- If you have received this notice or your medical information privacy electronically, you may ask us to provide you with a paper copy.
- If you feel your medical information privacy rights have been violated, you may file a complaint with the Secretary of Health and Human Services, and/or with the Northwest Iowa Surgeons, PC contact person listed below. Filing a complaint will not affect the quality of the services you receive from Northwest Iowa Surgeons, PC and you will not be retaliated against for filing a complaint.

You can contact the designated privacy official at Northwest Iowa Surgeons, PC. Phone: (712)-262-6320

The effective date of this notice is January 1, 2012. Northwest Iowa Surgeons, PC is required by law to maintain the privacy of protected health information and to provide individuals with this notice of its legal duties and privacy practices with respect to health information. Northwest Iowa Surgeons, PC is required to abide by the terms of the notice currently in effect. Northwest Iowa Surgeons, PC reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information maintained at our clinic. If the terms of this notice are changed, Northwest Iowa Surgeons will provide individuals with a revised notice by mail upon request and by posting the revised notice in designated locations at the clinic.