



Evansville Multi-Specialty Clinic, PC

812-475-1948 • Toll Free: 1-888-401-4DOC • Fax: 812-401-1267 • www.evvclinic.com

NOTICE OF PRIVACY POLICY

This notice describes how medical information about you may be used and disclosed and how you can get access to this information.

USES AND DISCLOSURES TREATMENT. Your health information may be used by our physicians and staff members or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions and providing treatment.

PAYMENT. Your health information may be used to seek payment from your health plan, other sources of coverage such as automobile insurer, or credit card companies that you may use to pay for services. For example, your health plan may request and receive information on date of service, the services provided and the medical condition being treated.

HEALTH CARE OPERATIONS. Your health information may be used as necessary to support the day-to-day activities and management of Evansville Multi-Specialty Clinic (EMSC). For Example, information on the services you received may be used to support budgeting and financial reporting and activities to evaluate and promote quality to ensure that our practice is meeting state and federal guidelines and laws designated to protect your health care information.

LAW ENFORCEMENT. Your health information may be disclosed to law enforcement agencies, without your permission to support government audits and inspections, to facilitate law enforcement investigations, and to comply with government mandated reporting.

PUBLIC HEALTH REPORTING. Your health information may be disclosed to public health agencies as required by law. For example, our practice is required to report certain communicable diseases to the State of Indiana Department of Health.

OTHER USES AND DISCLOSURES REQUIRE YOUR AUTHORIZATION. Disclosure of your health information or its use for any other purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing a use or disclosure of your information, you may submit a written revocation of the authorization. However, your decision to revoke authorization will not affect or undo any use or disclosure of any information that occurred before you notified us of your decision.

Additional Uses of Information.

APPOINTMENT REMINDERS. Your health information will be used by our staff to call/send you appointment reminders.

INFORMATION ABOUT TREATMENTS. Your health information may be used to send you information on the treatment and management of your medical condition that you may find to be of interest. We may also send you information

describing other health related goods and services that we believe may be of interest to you.

INDIVIDUAL RIGHTS. You have certain rights under the federal privacy standards. These include:

- The right to request restrictions on the use and disclosure of your protected health information.
- The right to receive confidential communications concerning your medical condition and treatment.
- The right to inspect and copy your protected health information.
- The right to receive accounting of how and to who your protected health information has been disclosed.
- The right to receive a printed copy of this notice.

EMSC DUTIES. We are required by law to maintain the privacy of your protected health information (PHI) and to provide you with this notice of privacy policies. We are also required to abide by the privacy policies and practices that are outlined in this notice.

RIGHT TO REVISE PRIVACY PRACTICES. As permitted by law, we reserve the right to amend our privacy policies and practices. These changes in our policies and practices may be required by changes in state and federal laws and regulations. Whatever the reason for the revisions, we will provide you with a revised notice on your next office visit. The revised policies and practices will be applied to all PHI that we maintain.

REQUESTS TO INSPECT PHI. As permitted by federal regulation, we are required that requests to inspect or copy PHI be submitted in writing. You may obtain a form to request access to your records by contacting our Practice Manager.

COMPLAINTS AND CONTACT PERSON. If you would like to submit a comment or complaint about our privacy practices, or obtain additional information about our privacy practices, you can do so by sending a letter outlining your concerns to the person listed below. You will not be penalized or otherwise retaliated against for filing a complaint.

Practice Administrator
6140 E Columbia Street
Evansville, IN 47715-9133

EFFECTIVE DATE. This notice is effective on or after February 1, 2016.