

## 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. THIS IS REQUIRED BY THE PRIVACY REGULATIONS CREATED BY THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA). REVIEW IT CAREFULLY.

Dallas Ear Institute is committed to keeping your health information private and has adopted the following privacy policies.

### Uses and Disclosures of your Protected Health Information that do not require your consent.

*Treatment:* Your health information may be used by Dallas Ear Institute staff and/or disclosed to other health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing necessary medical treatment. For example, the results of laboratory tests and/or our treatment of your medical conditions will be available in your medical records to any health care professional providing treatment to you.

*Payment:* Your health information may be used to obtain payment from your health plan, from creditors you use to pay for services, or from other payment sources such as collection agencies. For example, in an attempt to obtain payment from your health plan, they may request and receive information about dates of service, services provided, and medical conditions being treated.

*Healthcare Operations:* Your protected health information may be used to support the day-to-day activities of Dallas Ear Institute. For example, we may use your diagnosis, treatment and outcome information to measure the quality of the services we provide or to evaluate how effective our treatment was compared to others of our patients in similar situations.

*Legal Authorities:* In some situations, our staff may be required to disclose your health information to legal authorities, such as law enforcement officials, court officials or government agencies. For example, we are required by law to report abuse, neglect, domestic violence or certain physical injuries.

*Public Health Officials:* Your health information may be disclosed to public health agencies authorized by law. For example, all health care professionals must report certain reportable diseases to the State Department of Health.

### Additional uses that do not require your consent.

*Correspondence:* Your health information will be used by Dallas Ear Institute staff to remind you about upcoming appointments. We may also send you information about goods available for the treatment of your medical condition that we feel may be of interest to you.

*Activities related to death:* Your health information may be disclosed to a coroner or medical examiner to complete death certificates or investigate deaths.

*Accident Compensation:* If applicable, your health information may be shared in connection with any Accident Compensation claim that has a reasonable relationship to any injury.

Any other use or disclosure of your protected health information WILL REQUIRE WRITTEN AUTHORIZATION (If necessary, ask for the appropriate form at the front desk).

Dallas Ear Institute will make every effort to maintain the privacy of your health information. We are required by law to not only inform you with this notice of privacy practices, but to abide by the contents of this notice.

### **Your rights regarding your protected health information.**

1. Right to Request Restrictions on Uses and Disclosures of Your Health Information.
2. The right to receive confidential communications from our staff regarding your medical conditions and treatment.
3. Right to inspect and copy your health information, except psychotherapy notes;
4. Right to amend your medical records;
5. Right to receive a written accounting of how, to whom and why your protected health information was disclosed since April 14, 2003;
6. Right to request and receive a paper copy of this notice.

### **Our rights regarding your health information**

1. To the extent permitted by law, Dallas Ear Institute reserves the right to amend or modify our privacy policies and practices. Such changes may be required by federal and state regulations, and we will provide you with a copy of the revised notice on your next visit to our offices.
2. Dallas Ear Institute reserves the right to require a written request from you to inspect or copy your health information.

If you believe your privacy rights have been violated or would like to provide a comment, please send it to:  
Chief Executive Officer Dallas Ear Institute  
7777 Forest Lane, Ste. A-103 Dallas, TX 85230