

## Summary of Notice of Privacy Practices

Hutcheson Medical Center, Inc.

### **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**

The Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) is a federal program that requires that all medical records and other personal health information used or released by us in any form, whether electronically, on paper, or orally, are kept private. This Act gives you, the patient, important new rights to understand and control how your health information is used. “HIPAA” provides penalties for health care facilities that misuse personal health information. We may use and release your medical records only for treatment, payment and health care operations. We may also create and release de-identified health information by removing all information that could possibly identify you as a patient. We may contact you to provide appointment reminders or information about treatment options or other health-related benefits and services that may be of interest to you.

Any other uses and releases will be made only with your written authorization. You may cancel such authorization in writing and we are required to honor and agree to that written request, except if we have already taken actions relying on your authorization.

You have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the **Privacy Officer**:

- The right to request restrictions on certain uses and releases of protected health information, including those related to releases to family members, other relatives, close personal friends, or any other person identified by you. We are, however, not required to agree to a requested restriction. If we do agree to a restriction, we must respect the restriction unless you agree in writing to remove it.
- The right to reasonable requests to receive private communications of protected health information from us by different means or at different locations.
- The right to review and request a copy of your protected health information.
- The right to make changes to your protected health information.
- The right to receive a listing of disclosures of your protected health information outside of treatment, payment and health care operations.
- The right to obtain a paper copy of this notice.

We are required by law to maintain the privacy of your protected health information and to provide you with notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of **April 14, 2003** and we are required to abide by the terms of the Notice of Privacy Practices currently in effect. We reserve the right to change the terms of our Notice of Privacy Practices and to make the new notice changes effective for all protected health information that we maintain. We will post our current **Notice of Privacy Practices and any future revised notices in the Registration Areas of Hutcheson Medical Center and on Hutcheson Medical Center Web site at: [www.hutcheson.org](http://www.hutcheson.org)**. You may request a written copy of the Notice of Privacy Practices and any revised notices from the **Registration Clerk or by contacting the Privacy Officer at any time.**

You have a choice if you feel that your privacy protections have been violated. If you believe your privacy rights have been violated, you may file a complaint with the HMC compliance hotline at 1-800-750-4972, contact HMC Privacy Officer or with the Secretary of the Department of Health and Human Services, Office of Civil Rights. To file a complaint with HMC Privacy Officer, contact:

**Privacy Officer  
Hutcheson Medical Center, Inc.  
100 Gross Crescent Circle  
Fort Oglethorpe, GA 30742  
Phone: (706) 858-2012**

We will not penalize or discriminate against you for filing a complaint.

For additional information regarding your rights under “HIPAA” please refer to Hutcheson Medical Center, Inc.’s Notice of Privacy Practices.