



## Our Promise of Privacy and Consent To Patient Records

**Our office is fully committed to compliance with HIPAA guidelines by:**

- Providing appropriate **security** for our patient records.
- Protecting the **privacy** of our patient's medical information
- Providing our patients with proper **access** to their medical records.
- Appropriately maintaining our patient information and billing processes in compliance with national **standards**.

If you ever have any questions or concerns about your services or charges, we encourage you to call and ask for our Privacy Officer.

## Compliance Assurance Notification For Our Patients

### To Our Valued Patients:

The misuse of Protected Health Information (PHI) has been identified as a national problem causing patients inconvenience, aggravation, and money. We want you to know that all of our employees, managers and doctors continually undergo training so that they may understand and comply with government rules and regulations regarding the Health Insurance Portability and Accountability Act (HIPAA) with particular emphasis on the "Privacy Rule." We strive to achieve the very highest standards of ethics and integrity in performing services for our patients.

It is our policy to properly determine appropriate use of Protected Health Information (PHI) in accordance with the governmental rules, laws and regulations. We want to ensure that our practice never contributes in any way to the growing problem of improper disclosure of PHI. As part of this plan, we have implemented a Compliance Program that we believe will help us prevent any inappropriate use of PHI.

We also know that we are not perfect! Because of this fact, our policy is to listen to our employees and our patients without any thought of penalization if they feel that an event in any way compromises our policy of integrity. More so, we welcome your input regarding any service problem so that we may remedy the situation promptly.

Thank you for being one of our highly valued patients.