

Surgical Consultants of Aurora, P.C. 1421 S Potomac St., Suite 220, Aurora, CO 80012-4511

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

This notice is effective as of April 14, 2003.

Purpose of this Notice

Surgical Consultants of Aurora, P.C. respects the privacy of protected health information (PHI) and understands the importance of keeping this information confidential and secure. This Notice describes how we protect the confidentiality of your personal information.

Treatment, Payment & Health Care Operations

Surgical Consultants of Aurora, P.C. uses and discloses your protected health information for treatment, payment and health care operations. Some examples of when our office may use or disclose your health care information for these purposes include:

- Sharing test results with other health care providers for confirmation of a diagnosis;
- Providing your diagnosis or other information about your health to your insurance carrier to obtain payment for the services we provide;
- Reviewing information as part of our quality improvement program.

Other Uses & Disclosures

Surgical Consultants of Aurora, P.C. may also use or disclose your protected health information, in compliance with guidelines outlined by law, for the following purposes:

- Providing you with information related to your health;
- Contacting you regarding appointments, information about treatment alternatives or other health related services, billing & collection issues;
- Compliance with all laws including reports of suspected abuse, neglect, violence;
- Providing certain specified information to law enforcement agencies;
- Sharing insurance, diagnosis and operative procedure information with surgical assistants and medical associates as needed;
- Public health activities when requested by a public health authority or the FDA;
- Responding to court or administrative orders, subpoenas, discovery requests or other lawful process;
- Research activities;
- Providing information regarding your location, general condition or death to public or private disaster relief agencies; or
- Informing a family member, other relative or close personal friend when:
 - Information is relevant to the individual's involvement with your care;
 - Notification of your location, general condition or death;
 - To assist in your health care (e.g. pick-up prescriptions or other documents, note follow-up care instructions, etc.)

Authorization for Other Uses

Surgical Consultants of Aurora, P.C. will make other uses and disclosure of your protected health information only after obtaining your written authorization. If you authorize a use not contained in this notice, you may revoke your authorization at any time by notifying us in writing that you wish to revoke your authorization.

Your Rights Regarding the Privacy of your Health Information

Subject to limitations outlined by law, you have certain rights related to use and disclosure of your protected health information, including the right to:

- Request restrictions on certain uses and disclosures. However, Surgical Consultants of Aurora is not obligated to agree to requested restrictions;
- Receive confidential communications on protected health information. You may elect to receive an alternate means of communication by our medical practice;
- Request that you be allowed to inspect and copy your health information. You may exercise this right by delivering the request to our office;
- Appeal a denial of access to your health information;
- Request that your health care record be amended to correct incomplete or incorrect information by delivering a request to our office. If your request is denied, you will be informed of the reason for the denial and will have an opportunity to submit a statement of disagreement to be maintained with your records;
- Receive an accounting of disclosures of your health information;
- Obtain a copy of this notice.

Our Responsibilities Regarding the Privacy of Your Health Information

Subject to limitations outlined by law, Surgical Consultants of Aurora, P.C. has certain duties related to your protected health information, including:

- We are required by law to maintain the privacy of protected health information and to provide individuals with notice of our legal duties and privacy practices with respect to protected health information;
- We are required to abide by the terms of the privacy notice currently in effect;
- Notify you if we cannot accommodate a requested request;
- Accommodate your reasonable requests regarding methods to communicate health information with you.

We reserve the right to change a privacy practice described in this notice and to make such change effective for all protected health information. Revised notice will be posted in our office and is available upon request.

Concerns

If you believe your privacy rights have been violated, you may make a complaint by contacting our privacy officer at Surgical Consultants of Aurora, P.C., 1421 S Potomac St, #110, Aurora, CO 80012-4511, phone 303-337-5261. You may also file a complaint with the Secretary of Health & Human Services, Office for Civil Rights, 200 Independence Ave SW, Room 509F, HHH Bldg, Washington DC 20201. No individual can be retaliated against for filing a complaint.