



Notice of Privacy Practices

THIS NOTICE DESCRIBES HOW PROTECTED MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GAIN ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

1. *Cardiac Disease Specialists, P.C.* is permitted to make uses and disclosures of protected health information for treatment, payment and health care operations, as described in the following examples:
 - a. For treatment – [For example, sending a copy of the consultation to the referring doctor].
 - b. For payment – [For example, sending notes and reports to insurance company for payment].
 - c. For health care operations – [For example, referring a patient for off-site tests and specialty services].
2. *Cardiac Disease Specialists, P.C.* is permitted or required, under specific circumstances, to use or disclose protected health information without the individual's written authorization.
3. Other uses and disclosures will be made only with the Individual's written authorization, and the individual may revoke such authorization.
4. *Cardiac Disease Specialists, P.C.* intends to engage in (n)one or more of the following activities:
 - a. *Cardiac Disease Specialists, P.C.* may contact the individual to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to the individual or patient.
 - b. *Cardiac Disease Specialists, P.C.* may contact the individual/Patient to collect outstanding balance due to *Cardiac Disease Specialists, P.C.*; or
 - c. A group health plan, or a health insurance issuer or HMO with respect to a group health plan, may disclose protected health information to the sponsor of the plan.
5. The Individual has the following rights regarding protected health information:
 - a. The right to request restrictions on certain uses and disclosures of protected health information. *Cardiac Disease Specialists, P.C.* is not required to agree to a requested restriction, however.
 - b. The right to receive confidential communications of protected health information, as applicable.
 - c. The right to inspect and copy protected health information, as provided in the Privacy Regulation.
 - d. The right to amend protected health information, as provided in the Privacy Regulation.
 - e. The right to receive an accounting of disclosures of protected health information.
 - f. The right to obtain a paper copy of the Notice from the covered entity upon request. This right extends to an individual who has agreed to receive the Notice electronically.
6. *Cardiac Disease Specialists, P.C.* is required by law to maintain the privacy of protected health information and to provide individuals with notice of its legal duties and Privacy practices with respect to protected health information.
7. *Cardiac Disease Specialists, P.C.* is required to abide by the terms of the Notice currently in effect.
8. *Cardiac Disease Specialists, P.C.* reserves the right to change the terms of this Notice. The new Notice provisions will be effective for all protected health information that it maintains.

9. *Cardiac Disease Specialists, P.C.* will provide individuals or patients with a revised Notice by office and web postings.
10. Individuals may complain to *Cardiac Disease Specialists, P.C.* and to the Secretary of the Department of Health and Human Services, without fear of retaliation by the organization, if they believe their privacy rights have been violated. A brief description of how the individual may file a complaint follows: send a complaint in writing to the address below or to the Department of Health and Human Services.
11. *Cardiac Disease Specialists, P.C.*'s contact person for matters relating to complaints is: *Dennis Breslin, CEO, 1801 Peachtree Street, Suite 120, Atlanta, GA 30309*
12. This Notice is first in effect on April 14, 2003.
13. *Cardiac Disease Specialists, P.C.* elects to limit the uses or disclosures that it is permitted to make by State or Federal law which ever reflects the more stringent law.

Date	Authorized by	Amendment Made	Reason for Amendment