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**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. Please review it carefully.**

LARK Dermatology respects your privacy. We understand that your personal health information is very sensitive. We will not disclose your information to others unless you tell us to do so, or unless the law authorizes or requires us to do so.

The law protects the privacy of the health information we create and obtain in providing our care and services to you. For example, your protected health information includes your symptoms, test results, diagnoses, and treatment, health information from other providers, and billing and payment information relating to these services. Federal and state law allows us to use and disclose your protected health information for purposes of treatment, payment, and health care operations.

**For treatment:**

Information obtained by our health care team will be recorded in your medical record and used to help decide what care may be right for you. We may also provide information to others providing you care to help them stay informed about your care.

**For payment:**

Health plans need information from us about your medical care so that we can accurately submit billing and request payment. Information provided to health plans may include your diagnosis, procedures performed, or recommended care.

**For health care operations:**

* We may use your medical records to assess quality and improve services.
* We may use and disclose medical records to review the qualifications and performance of our health care providers and to train our staff.
* We may contact you to remind you about appointments and give you information about treatment alternatives or other health-related benefits and services.
* We may use and disclose your information to conduct or arrange for services, including:
	+ Medical quality review by your health plan
	+ Accounting, legal, risk management, and insurance services
	+ Audit functions, including fraud and abuse detection and compliance programs

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**Your health information rights**

The health and billing records we create and store are the property of LARK Dermatology. The protected health information in it, however, generally belongs to you.

**You have a right to:**

* Receive, read, and ask questions about this Notice.
* Ask us to restrict certain uses and disclosures. You must deliver this request in writing to us. We are not required to grant the request.
* Request and receive from us a paper copy of the most current Notice of Privacy Practices for Protected Health Information (“Notice”).
* Request that you be allowed to see and get a copy of your protected health information. You may make this request in writing. We have a form available for this type of request.
* Have us review a denial of access to your health information—except in certain circumstances.
* Ask us to change your health information. You may give us this request in writing. You may write a statement of disagreement if your request is denied. It will be stored in your medical record and included with any release of your records.
* When you request, we will give you a list of disclosures of your health information. The list will not include disclosures to third-party payers. You may receive this information without charge once every 12 months. We will notify you of the cost involved if you request this information more than once in 12 months.
* Ask that your health information be given to you by another means or at another location. Please sign, date, and give us your request in writing.
* Cancel prior authorizations to use or disclose health information by giving us a written revocation. Your revocation does not affect information that has already been released. It also does not affect any action taken before we have it. Sometimes, you cannot cancel an authorization if its purpose was to obtain insurance.

 **Our responsibilities**

We are required to:

* Keep your protected health information private.
* Give you this Notice.
* Follow the terms of this Notice.

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We have the right to change our practices regarding the protected health information we maintain. If we make changes, we will update this Notice. You may receive the most recent copy of this Notice by calling and asking for it or by visiting our office to pick one up.

If you believe your privacy rights have been violated, you may discuss your concerns with any staff member or submit a written complaint to our office Practice Manager at LARK Dermatology. You may also file a complaint with the U.S. Secretary of Health and Human Services. We respect your right to file a complaint with us or with the U.S. Secretary of Health and Human Services. If you complain, we will not retaliate against you.

LARK Dermatology LARK Dermatology

Practice Manager HIPPA Compliant Officer

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**Other disclosures and uses of protected health information**

Notification of family and others: Unless you object, we may release health information about you to a family member who is involved in your medical care. We may also give information to someone who helps pay for your care. We may tell your family of your condition and that you are in a hospital. In addition, we may disclose health information about you to assist in disaster relief efforts.

Some of the ways that we may use and disclose your protected health information without your authorization are as follows:

* With medical researchers—if the research has been approved and has policies to protect the privacy of your health information. We may also share information with medical researchers preparing to conduct a research project.
* To funeral directors/coroners consistent with applicable law to allow them to carry out their duties.
* To the Food and Drug Administration (FDA) relating to problems with food, supplements, and products.
* To comply with workers’ compensation laws—if you make a workers’ compensation claim.
* For public health and safety purposes as allowed or required by law to public health or legal authorities to prevent or reduce a serious, immediate threat to the health or safety of a person or the public.