



PRIVACY POLICY

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*.

How is Patient Privacy Protected?

At Family Care Clinic, we understand that information about you and your health is personal. Because of this, we continually strive to maintain confidentiality and to safeguard your information through administrative, physical and technical means, and otherwise abide by applicable federal and state guidelines.

How do we use and disclose health information?

When you visit FCC, we use and disclose your health information for the normal business activities that the law sees as falling in the categories of treatment, payment and health care operations. Below we provide examples of those, although not every use or disclosure falling in these categories is listed:

Treatment – We keep a record of each visit. This record may include your test results, diagnosis, medications, and your response to medications or other therapies. We disclose this information so that doctors, nurses, other staff and entities such as laboratories can meet your needs. For example, a doctor treating you for a broken leg may need to know if you have diabetes because diabetes slows the healing process.

Payment – We document the services and supplies you receive at each visit or admission so that you, your insurance company or another third party can pay us. We may tell your health plan about upcoming treatments or services that require its prior approval.

Health Care Operations – Health information is used to improve the services we provide, to train staff and students, for business management, quality improvement, and for customer service. For example, we may use your health information to review our treatment and services and to evaluate the performance of our staff in caring for you.

However, we may be required to, or may choose to limit the amount of health information we use or disclose about you for purposes of treatment, payment, or health care operations.

PRIVACY POLICY CONTINUED

We may also use and disclose your health information to:

- * Comply with federal, state or local laws that require disclosure.
- * Assist in public health activities such as tracking diseases or medical devices.
- * Inform authorities to protect victims of abuse or neglect.
- * Comply with federal and state health oversight activities such as fraud investigations.
- * Respond to law enforcement officials or to judicial orders, subpoenas or other process.
- * Inform coroners, medical examiners and funeral directors of information necessary for them to fulfill their duties.
- * Facilitate organ and tissue donation or procurement.
- * Conduct research following internal review to ensure the balancing of privacy and research needs.
- * Avert a serious threat to health or safety.
- * Assist in specialized government functions such as national security, intelligence, and protective services.
- * Inform military and veteran authorities if you are an armed forces member (active or reserve).
- * Inform a correctional institution if you are an inmate.
- * Inform workers' compensation carriers or your employer if you are injured at work.
- * Recommend treatment alternatives.
- * Tell you about health-related products and services.
- * Contact you for hospital fundraising.
- * Communicate with other providers.

RECEIPT OF NOTICE OF PRIVACY PRACTICE ACKNOWLEDGMENT

I hereby acknowledge that I was informed of the Notice of Privacy Practices from Family Care Clinic, which sets forth the ways in which my personal health information may be used or disclosed by Panhandle Family Care, LLC, and outlines my rights with respect to such information. I understand that I may request a copy of these Policies at any time.

Print Name / Signature / Date

