



155 Diplomat Dr. Suite C, Columbia City, In. 46725

Notice of Privacy Practices -- Short Version

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.

Our commitment to your privacy.

Our practice is dedicated to maintaining the privacy of your personal health information. We are also required by law to do this. These laws are complicated, but we must provide you with important information. This page is a shorter version of the full, legally required Notice of Privacy Practices (NPP) which is available in our office. You may refer to it for more information. After reading our Notices, - if you have questions or concerns, please talk to our Privacy Officer, Jan Boggs.

The information we obtain about you from you or others will be used mainly to provide you with treatment, to arrange payment for our services, or for some other business activities which are called, in the law, health care operations. After you have read our Notices we will ask you to sign a Consent Form to let us use and share your information. If you do not sign this Consent form, we cannot treat you.

If we or you want to use or disclose (send, share, release) your information for any other purposes than treatment, payment, or operations, we will discuss this with you and ask you to sign an Authorization to allow this. -

Of course we will keep your health information private but there are some times when the laws require us to use or share it such as:

- o When there is a serious threat to your health and safety or the health and safety of another individual or the public. We will only share information with a person per organization who is able to help prevent or reduce the threat.
- o Some lawsuits and legal or court proceedings.
- o If a law enforcement official requires us to do so.
- o For Workers Compensation and similar benefit programs.

There are some other situations like these which don't happen very often. They are described in the longer version of the NPP.

Continued



Notice of Privacy Practices, Short Version, page 2

Your rights regarding your health information

1. You can ask us to communicate with you about your health and related issues in a particular way or at a certain place. For example, you can ask us to call you at home, and not at work to schedule or cancel an appointment. We will require your request to be in writing and we will try our best to do as you ask.
2. You have the right to ask us to limit what we tell certain individuals involved in your care or the payment for your care, such as family members and friends. While we don't have to agree to your request, if we do agree, we will keep our agreement except if it is against the law, or in an emergency, or when the information is necessary to treat you.
3. You have the right to look at the health information we have about you such as your medical and billing records. You can get a copy of these records but we may charge you. In some situations you cannot see all of what is in your record. Contact our Privacy Officer to arrange how to see your records.
4. If you believe the information in your records is incorrect or incomplete, you can ask us to make some kinds of changes (called amending) to your health information. You have to make this request in writing and send it to our Privacy Officer. You must tell us the reasons you want to make the changes.
5. You have the right to a copy of the complete Notice of Privacy Practices. If we change the NPP we will post it in our waiting room, and you can always get a copy of the NPP from our office.
6. You have the right to file a complaint if you believe your privacy rights have been violated. You can file a complaint with our Privacy Officer and with the Secretary of the Department of Health and Human Services. All complaints must be in writing. Filing a complaint will not change the health care we provide to you in any way.

Please carefully read the full length version of our Notice of Privacy Practices, available at our office.

If you have any questions regarding this notice or our health information privacy policies, please contact our Privacy Officer, Jan Boggs, who can be reached at (260) 244.0264

The effective date of this notice is April 14, 2003.