







## Notice of Privacy Practices and Policies

This notice describes how medical information about you may be used and disclosed and your rights regarding access to this information.

Your rights as a patient related to your medical information are as follows: You have the right to request restrictions on the way we use your medical information. You have the right to request and receive information from us in a different way or manner. You have the right to review your medical information. You have the right to request that we amend your medical information. You have the right to know how we have used and to whom we have disclosed your medical information. We will not use or disclose your health information without your authorization except as otherwise described in this notice of privacy practice and policy.

It is our responsibility to protect your medical information, provide you with our notice of privacy policies and abide by these policies. We do reserve the right to change our privacy practices.

May we leave messages containing Private Health Information at your home or on your answering machine? Yes \_\_\_ No \_\_\_

May we send you appointment reminders or test results via mail? Yes \_\_\_ No \_\_\_

May we discuss Private Health Information with your PCP, spouse, significant other, parents, siblings or children? Yes \_\_\_ No \_\_\_

Please specify to whom we may leave information, including your primary care physician.

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May we leave a message at your place of employment? Yes \_\_\_ No \_\_\_ N/A \_\_\_

*If you believe your privacy rights have been violated, you may file a complaint with our practice, or with the Secretary of the Department of Health and Human Services; Office of Civil Rights, 200 Independence Avenue, SW, Washington, D.C., 20201, or phone (202) 619-0257 or toll free (877) 696-6775. To file a complaint with our practice, contact Leonette Meyer, 65-1158 Mamalahoa Hwy, Suite 16, Kamuela, HI, 96743, or phone (808) 885-4401. All complaints must be submitted in writing. You will not be penalized for filing a complaint.*

*Updated: 5/16/2016*

Signature  Date