

**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 CAREFULLY.**

**Uses and Disclosures:** We will use and disclose elements of your **protected health information (PHI)** in the following ways:

**Without your signed authorization**

- For treatment. We will use and disclose your PHI to provide, coordinate, or manage your health care. For example, we may disclose your PHI to another physician or health care provider (e.g., laboratory or pharmacy) who provides services to you.
- For payment. We will use your PHI, as needed, to obtain payment for your health care services. For example, we may use your PHI to obtain information about eligibility or coverage for insurance benefits prior to scheduling a surgical procedure.
- For health care operations. We may use or disclose your PHI to support the business activities of our physician practice, including, but not limited to, conducting and arranging business activities and quality assessment. For example, we may contact you to provide information and instructions about surgical procedures that we have scheduled for you.
- When release is required by law, including in judicial settings and to health oversight regulatory agencies and law enforcement. For example, we would release your PHI if a court orders us to do so.
- In emergency situations to avert serious health/safety situations.
- To medical examiners, coroners or funeral directors to aid in identifying you or to help them in performing their duties.
- To organ, tissue and other donations organizations, upon or proximate to your death, if we have no indication on hand about your donation preferences (or a positive indication).
- To contact you about appointment reminders, treatment alternatives and other health related benefits and services.
- All other uses and disclosure by us will require us to obtain from you a written authorization in addition to other permission you provide us.

**Your rights:** You have the following rights concerning your PHI in our *designated record set* that contains medical and billing information generated by our physicians and office staff:

- **Restrictions:** To request restricted access to all or part of your PHI, contact our office in writing. In your request, you must tell us (1) what information you want to restrict; (2) whether you want to restrict use, disclosure or both; and (3) to whom you want the disclosures to apply. *We are not required to grant your request.*
- **Confidential communications:** To receive correspondence or confidential information by alternate means or location. We will accommodate reasonable requests. Please make the request in writing to our office.
- **Access:** To inspect or receive copies of your protected health information. Please contact our office if you have questions about access to your medical record.
- **Amendments:** To request changes be made to your PHI. Please contact our office if you have questions about amending your medical record.
- **Accounting:** To receive an accounting of certain disclosures we have made, if any, of your PHI. This right applies to disclosures for purposes other than treatment, payment, or health care operations. You have the right to receive information about disclosures that occurred after April 14, 2003. To do this, please contact our office in writing.
- **This notice:** To get updates or reissue of this notice, at your request. To do so, contact our office.
- **Complaints:** To complain to the U.S. Department of Health and Human Services or to us if you feel your privacy rights have been violated. To register a complaint with us, notify our office. We will not retaliate against you for filing a complaint.

**Our duties:** We are required by law to maintain the privacy of your PHI. We must abide by the terms of this notice or any update of this notice.

**Privacy Contact:** For more information about our privacy practices, please contact:

VeinSolutions  
8700 Stony Point Pkwy  
Suite 140  
Richmond, VA 23235  
(804) 330-8024

**Effective date:** This notice is effective April 14, 2003.