



**MY HOUSE CLINIC**

## **SUMMARY NOTICE OF PRIVACY PRACTICES**

THIS IS A SUMMARY OF OUR NOTICE OF PRIVACY PRACTICES, WHICH DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THAT INFORMATION.

### **Our pledge to protect your privacy:**

My House Clinic (MHC) is committed to protecting the privacy of your medical information. As a participant of MHC, your medical information is recorded in a file. This file may be an electronic file rather than a paper file. This file comprises your Protected Health Information (PHI). MHC may share your PHI with certain third party Business Associates. MHC will share only to the extent necessary to collect payment for services we provide, to conduct our business operations, and to comply with the laws that govern healthcare. We will not use or disclose your PHI for any other purpose without your permission.

### **Participant Rights- You have the following rights regarding your PHI:**

- To request to inspect and obtain a copy of your PHI, subject to certain limited exceptions
- To request to add an addendum to correct your PHI
- To request an accounting of MHC's disclosures of your PHI
- To request that MHC communicate with you in a certain way or at a certain location
- To receive a copy of the full version of our Notice of Privacy Practices

### **We may use and disclose PHI about you for the following purposes:**

- To provide you with medical, and other program services
- To bill and receive payment for the services you receive
- For functions necessary to run MHC and ensure that our participants receive quality care
- To provide basic contact information to our development office for purposes of fundraising
- As required or permitted by law

### **Additional situations where MHC may disclose your PHI without your authorization:**

- For worker's compensation or similar programs
- For public health activities (e.g. reporting abuse)
- To a health oversight agency, such as the Department of Health and Human Services
- In response to a court administrative order, subpoena, warrant, or similar process
- To law enforcement in certain limited circumstances

**For further information about the full Notice of Privacy Practices, please contact MHC at 615-499-7406. A complete version of this notice is available upon request.**

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