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## **NOTICE OF PATIENT INFORMATION PRACTICES**

(PATIENT COPY FOR PATIENT'S OWN PERSONAL RECORDS)

This notice describes how medical information about you may be used or disclosed and how you can obtain access to information. Please review carefully.

**OUR LEGAL DUTY:** Stephen R. Richards, MD, Inc. d/b/a WomanKind Obstetrics and Gynecology is required by law to protect the privacy of your Personal Health Information, provide this notice about our information practices, and follow the information practices that are described herein.

**USES AND DISCLOSURES OF HEALTH INFORMATION:** Stephen R. Richards, MD, Inc. d/b/a WomanKind Obstetrics and Gynecology will use your Personal Health Information primarily for treatment, obtaining payment for treatment, conducting internal administrative activities, and evaluating the quality of care that we provide. For example, Stephen R. Richards, MD, Inc. d/b/a WomanKind Obstetrics and Gynecology may use your Personal Health Information to contact you to provide appointment reminders, information about treatment alternatives, or other related benefits that could be of interest to you.

Stephen R. Richards, MD, Inc. d/b/a WomanKind Obstetrics and Gynecology may also use or disclose your Personal Health Information without prior authorization for public health purposes, for auditing purposes, and for emergencies. We may provide de-identified information for research studies. We also provide information when required by law.

In any other situation, Stephen R. Richards, MD, Inc. d/b/a WomanKind Obstetrics and Gynecology's policy is to obtain your written authorization before disclosing your Personal Health Information. If you provide us with a written authorization to release your information for any reason, you may later revoke that authorization to stop future disclosures at any time.

Stephen R. Richards, MD, Inc. d/b/a WomanKind Obstetrics and Gynecology may change its policy at any time. When changes are made a new NOTICE OF INFORMATION PRACTICES will be posted in a common area of all offices. You may also request an updated copy of our NOTICE OF INFORMATION PRACTICES at any time.

**PATIENT'S INDIVIDUAL RIGHTS:** You have the right to review or obtain a copy of your Personal Health Information at any time. You have the right to request that we correct any inaccurate or incomplete information in your records. You have the right to request a list of instances where we have disclosed your Personal Health Information for reasons other than treatment, payment, or other related administrative purposes.

You may request in writing that we not use or disclose your Personal Health Information for treatment, payment and/or administrative purposes except when specifically authorized by you, when required by law, or in emergency circumstances. Stephen R. Richards, MD, Inc. d/b/a WomanKind Obstetrics and Gynecology will consider all such requests on a case-by-case basis, but Stephen R. Richards, MD, Inc. d/b/a WomanKind Obstetrics and Gynecology is not legally required to accept them.

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