



A N D R E W S M I T H
M D F A C S
P L A S T I C A N D R E C O N S T R U C T I V E S U R G E R Y

NOTICE OF PRIVACY PRACTICES

This notice describes how health information about you, as a patient of Andrew D. Smith, M.D., Inc. may be used and disclosed, your rights as a patient and how you can access your health information. This notice is required by the Privacy Regulations created as a result of the Health Insurance Portability and Accountability Act (HIPAA).

Our Commitment to Your Privacy:

Andrew D. Smith, M.D., Inc. is dedicated to maintaining the privacy of your health information. We are required by law to maintain the confidentiality of your health information as prescribed by HIPAA. These HIPAA guidelines are summarized below for your information and understanding.

Use and Disclosure of Your Health Information:

The following circumstances may require Andrew D. Smith, M.D., Inc. to use or disclose your health information.

1. To comply with request from public health authorities and health oversight agencies which are required by law to collect health information.
2. Lawsuits and similar proceedings in response to a court or administrative order.
3. If required to do so by a law enforcement official.
4. When necessary to reduce or prevent a serious threat to your health and safety or the health and safety of another individual or the public. Andrew D. Smith, M.D., Inc. will only make such disclosure to a person or organization able to prevent the threat.
5. If you are a member of U.S. or foreign military forces, including veterans, and if required by the appropriate authorities.
6. To federal government officials for intelligence and national security activities required by law.
7. To correctional institutions or law enforcement officials, if you are an inmate or under the custody of a law enforcement official.
8. For Worker's Compensation and similar programs.

Your Rights Regarding Your Health Information:

1. You can request that Andrew D. Smith, M.D., Inc. communicate with you about your health related issues in a particular manner or at a certain location. Therefore, you may ask to be contacted at home rather than at work, via personal fax or cell telephone for appointment confirmation or related scheduling matters, for results of specific diagnostic test, and such reasonable request will be accommodated.
2. You can request a restriction regarding the use or disclosure of your health information for treatment, payment, or health care operations by Andrew D. Smith, M.D., Inc.
3. You have the right to request that Andrew D. Smith, M.D., Inc. restrict our disclosure to your health information to only certain individuals involved in your care or payment of your care, such as a family member or friend. However, Andrew D. Smith, M.D., Inc. is not required to agree to your request, but if we do agree, Andrew D. Smith, M.D., Inc. is bound by our agreement except when otherwise required by law, in emergencies or when the information is necessary to treat you.
4. You have the right to inspect and obtain a copy of your health information that may be used to make decisions about you, including patient medical and billing records, with the exception of psychotherapy notes. You must submit your request in writing to Andrew D. Smith, M.D., Inc., 18 Endeavor Suite 102, Irvine CA 92618. Obtain a request from the front desk.
5. You may ask Andrew D. Smith, M.D., Inc. to amend your health information if you believe it is incorrect or incomplete as long as the information is kept by or for Andrew D. Smith, M.D., Inc. to request an amendment, make your request in writing with a supporting reason for the amendment to your health information to Andrew D. Smith, M.D., Inc. at 18 Endeavor, Suite 102, Irvine CA 92618. Obtain a request from the front desk.
6. You are entitled to receive a copy of the Notice of Privacy Practices by asking the front desk person to make a copy for you.
7. If you believe your privacy rights have been violated, you may file a complaint with Andrew D. Smith, M.D., Inc. or with the Secretary of the Department of Health and Human Resources. Any complaint filed with Andrew D. Smith, M.D., Inc. must be submitted in writing. You will not be penalized for filing a complaint. Obtain the proper form to file a complaint from a person at the front desk.
8. Andrew D. Smith, M.D., Inc. will obtain your written authorization for uses and disclosure that are not identified by this Notice of Privacy Practices or permitted by law.

If you have any questions regarding this Notice of Privacy Practices or Andrew D. Smith, M.D., Inc. health information privacy policies, please contact our staff at Andrew D. Smith, M.D., Inc. 18 Endeavor, Suite 102, Irvine CA 92618