



NOTICE OF PRIVACY PRACTICES

As required by the privacy regulations created as a result of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

This notice describes how health information about you (as a patient of this practice) may be used and disclosed, and how you can get access to your protected health information.

PLEASE REVIEW THIS NOTICE CAREFULLY.

A. OUR COMMITMENT TO YOUR PRIVACY

Oakdale Obstetrics and Gynecology, P.A. (Oakdale), is dedicated to maintaining the privacy of your protected health information (PHI). In conducting our business, we will create records regarding you and the treatment and services we provide to you. We are required by law to maintain the confidentiality of health information that identifies you. We also are required by law to provide you with this notice of our legal duties and the privacy practices that we maintain in our practice concerning your PHI. By federal and state law, we must follow the terms of the notice of privacy practices that we have in effect at the time.

We reserve the right to revise or amend this Notice of Privacy Practices. Any revision or amendment to this notice will be effective for all of your records that Oakdale has created or maintained in the past, and for any of your records that we may create or maintain in the future. Oakdale will post a copy of our current Notice in our offices in a visible location at all times, and you may request a copy of our most current Notice at any time.

B. IF YOU HAVE QUESTIONS ABOUT THIS NOTICE, PLEASE CONTACT:

Privacy Officer, Oakdale Ob/Gyn, P.A., 8559 Edinbrook Parkway, Suite 106, Brooklyn Park, MN 55443 or call 763-587-7035.

C. WE MAY USE AND DISCLOSE YOUR PROTECTED HEALTH INFORMATION (PHI) IN THE FOLLOWING WAYS:

Treatment: Oakdale may use your PHI to treat you. For example, we may ask you to have laboratory tests (such as blood or urine tests), and we may use the results to help us reach a diagnosis. We might use your PHI in order to write a prescription for you, or we might disclose your PHI to a pharmacy when we order a prescription for you. Many of the people who work for Oakdale – including, but not limited to, our doctors and nurses – may use or disclose your PHI in order to treat you or to assist others in your treatment. Finally, we may also disclose your PHI to other health care providers for purposes related to your treatment.

Payment: Oakdale may use and disclose your PHI in order to bill and collect payment for the services and items you may receive from us. For example, we may contact your health insurer to certify that you are eligible for benefits (and for what range of benefits), and we may provide your insurer with details regarding your treatment to determine if your insurer will cover, or pay for, your treatment.

Health Care Operations: Oakdale may use and disclose your PHI to operate our business. As examples of the ways in which we may use and disclose your information for our operations, Oakdale may use your PHI to evaluate the quality of care you received from us, or to conduct cost-management and business planning activities for Oakdale. We may disclose your PHI to other health care providers and entities to assist in their health care operations.

Appointment Reminders: Oakdale may use and disclose your PHI to contact you and remind you of an appointment.

Treatment Options: Oakdale may use and disclose your PHI to inform you of potential treatment options or alternatives.

Family Members or Other Responsible People: Oakdale may release your PHI to a friend or family member that is involved in your care, or who assists in taking care of you or who maybe responsible for paying bills. Oakdale will only disclose PHI that these people need to know.

Oakdale may also use information to let other family members or other responsible people know where you are and what your general medical condition and only if you are unable to make your own health care decisions. For example we may provide limited PHI to allow another family member to pick up samples or a prescription for you.

Emergency Conditions: Under emergency conditions, we may disclose information about you to the government or other groups that assist in emergencies or disasters.

Other Uses or Disclosures: Oakdale may use and disclose your PHI in the following cases: when required by law; for public health activities; relating to victims of abuse/neglect/domestic violence; for health oversight activities; for judicial and administrative proceedings to the extent permitted by law; for law enforcement purposes, as permitted or required by law; to coroners/medical examiners/funeral directors, as permitted by law; for research purposes under certain circumstances; to avert a serious threat to health or safety; for certain specialized government functions, such as military discharge and national security and intelligence; and for workers' compensation purposes.

D. YOUR RIGHTS REGARDING YOUR PHI

You have the following rights regarding the PHI that we maintain about you:

ALL REQUESTS MUST BE SUBMITTED IN WRITING TO – Privacy Officer, Oakdale Ob/Gyn, P.A., 8559 Edinbrook Parkway, Suite 106 Brooklyn Park, MN 55443.

1. Confidential Communications. You have the right to request that Oakdale communicate with you about your health and related issues in a particular manner or at a certain location. For instance, you may ask that we contact you at home, rather than work. In order to request a type of confidential communication, you must make a request in writing, specifying the requested method of contact, or the location where you wish to be contacted. Oakdale will accommodate **reasonable** requests. You do not need to give a reason for your request.

2. Requesting Restrictions. You have the right to request a restriction in our use or disclosure of your PHI for treatment, payment or health care operations. Additionally, you have the right to request that we restrict our disclosure of your PHI to only certain individuals involved in your care or the payment for your care, such as family members and friends. Effective February 18, 2010 you have the right to restrict disclosure of PHI

information to a health plan for purposes other than carrying out treatment (namely, payment or health care operations) if you pay Oakdale OBGYN in full out of pocket. **We are not required to agree to your request;** however, if we do agree, we are bound by our agreement except when otherwise required by law, in emergencies, or when the information is necessary to treat you. In order to request a restriction in our use or disclosure of your PHI, you must make your request in writing. Your request must describe in a clear and concise fashion:

- (a) the information you wish restricted;
- (b) whether you are requesting to limit Oakdale's use, disclosure or both; and
- (c) to whom you want the limits to apply.

3. Inspection and Copies. Within thirty days of receipt of your written request, you have the right to inspect and obtain a copy of the PHI that may be used to make decisions about you, including patient medical records and billing records, but not including psychotherapy notes. Minnesota law allows access to information concerning treatment, diagnosis and prognosis in terms a patient can be reasonably expected to understand. You must submit your request in writing. In order to inspect and/or obtain a copy of your PHI, Oakdale will charge a fee for the costs of copying, mailing, labor and supplies associated with your request. Oakdale may deny your request to inspect and/or copy in certain limited circumstances; however, you may request a review of our denial. Another licensed health care professional chosen by us will conduct reviews.

4. Amendment. You may ask us to amend your health information if you believe it is incorrect or incomplete, and you may request an amendment for as long as the information is kept by or for Oakdale. To request an amendment, your request must be made in writing. We will respond to this written request within 60 days from the receipt of a written request. You must provide us with a reason that supports your request for amendment. Oakdale will deny your request if you fail to submit your request (and the reason supporting your request) in writing. Also, we may deny your request if you ask us to amend information that is in our opinion: (a) accurate and complete; (b) not part of the PHI kept by or for the practice; (c) not part of the PHI which you would be permitted to inspect and copy; or (d) not created by Oakdale, unless the individual or entity that created the information is not available to amend the information. You have a right to appeal our denial with the Commissioner of Commerce. You also have the right to file a written statement disputing the information that shall be maintained. Oakdale may prepare a written rebuttal to your statement of disagreement. You will be provided a copy of the written rebuttal.

6. Accounting of Disclosures. All of our patients have the right to request an "accounting of disclosures." An "accounting of disclosures" is a list of certain non-routine disclosures Oakdale has made of your PHI for non-treatment, non-payment or non-operations purposes. Use of your PHI as part of the routine patient care at Oakdale is not required to be documented; for example, the doctor sharing information with the nurse, or the billing department using your information to file your insurance claim. In order to obtain an accounting of disclosures, you must submit your request in writing. All requests for an "accounting of disclosures" must state a time period, which may not be longer than six (6) years from the date of disclosure and may not include dates before April 14, 2003. The first list you request within a 12-month period is free of charge, but Oakdale will charge you for additional lists within the same 12-month period. Oakdale will notify you of the costs involved with additional requests, and you may withdraw your request before you incur any costs.

7. Right to a Paper Copy of This Notice. You are entitled to receive a paper copy of our notice of privacy practices. You may ask us to give you a copy of this notice at any time. **You may obtain a copy of this notice on our website at www.oakdaleobgyn.com**

8. Right to File a Complaint. If you believe your privacy rights have been violated, you may file a complaint with Oakdale or with the Secretary of the Department of Health and Human Services. To file a complaint with Oakdale, contact the Privacy Officer, Oakdale Ob/Gyn, P.A., 8559 Edinbrook Parkway, Suite 106, Brooklyn Park, MN 55443 or call 763-587-7035. All complaints must be submitted in writing. **You will not be penalized for filing a complaint.**

9. Right to Provide an Authorization for Other Uses and Disclosures. Oakdale will obtain your written authorization for uses and disclosures that are not identified by this notice or permitted by applicable law. Any authorization you provide to us regarding the use and disclosure of your PHI may be revoked at any time in writing. After you revoke your authorization, we will no longer use or disclose your PHI for the reasons described in the authorization. Please note, we are required to retain records of your care.

E: Breach Notification Requirements.

Individual Notice

Oakdale will notify affected individuals following the discovery of a breach of unsecured protected health information. We will provide this individual notice in written form by first-class mail, or by email if the affected individual has agreed to receive such notices electronically. If we have insufficient or out-of-date contact information for 10 or more individuals, we will provide substitute individual notice by either posting the notice on our home page of our website (www.oakdaleobgyn.com) or by providing the notice in major print or broadcast media where the affected individuals likely reside. If we have insufficient or out-of-date contact information for fewer than 10 individuals, we may provide substitute notice by an alternative form of written, telephone, or other means.

These individual notifications will be provided without unreasonable delay and in no case later than 60 days following the discovery of a breach and will include, to the extent possible, a description of the breach, a description of the types of information that were involved in the breach, the steps affected individuals should take to protect themselves from potential harm, a brief description of what Oakdale is doing to investigate the breach, mitigate the harm, and prevent further breaches, as well as contact information for Oakdale Ob/gyn. Additionally for substitute notice provided via web posting or major print or broadcast media, the notification will include a toll-free number for individuals to contact Oakdale Ob/gyn to determine if their protected health information was involved in the breach.

Notice to Secretary and Media

Following a breach of unsecured protected health information we will provide notification of the breach to affected individuals, the Secretary, and, in certain circumstances, to the media.

Again, if you have any questions regarding this notice or our health information privacy policies, please contact our **Privacy Officer, Oakdale Ob/Gyn, P.A., 8559 Edinbrook Parkway, Suite 106, Brooklyn Park, MN 55443 or call 763-587-7035.**

F: Retention Policy

Oakdale OBGYN will retain all copies of written acknowledgement of the Receipt of Notice of Privacy Practice Policy and/or documentation of good faith efforts to obtain such written acknowledgement required by the Privacy Policy rule for six years from the date of creation, or the date when it was last in effect, whichever is later.

Effective Date: This notice is effective on August 13, 2010.