

## **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 IT CAREFULLY.

Russeau Team HealthCare, Ltd. is required, by law, to maintain the privacy and confidentiality of your protected health information and to provide our patients with notice of our legal duties and privacy practices with respect to your protected health information.

### **Disclosure of Your Health Care Information**

#### **Treatment**

We may disclose your health care information to other healthcare professionals within our practice for the purpose of treatment, payment or healthcare operations. On occasion, it may be necessary to seek consultation regarding your condition from other health care providers. If you were referred to our office from another health care provider, it is our policy to send/fax/e-mail correspondence to that provider regarding your examination findings and treatment in our office.

#### **Payment**

We may disclose your health information to your insurance provider for the purpose of payment or health care operations. As a courtesy to our patients, we will submit an itemized billing statement to your insurance carrier for the purpose of payment to Russeau Team HealthCare, Ltd. for health care services rendered. If you pay for your health care services personally, we will, as a courtesy, provide an itemized billing to your insurance carrier for the purpose of reimbursement to you. The billing statement contains medical information, including diagnosis, date of injury or condition, and codes which describe the health care services received.

#### **Workers' Compensation**

We may disclose your health information as necessary to comply with State Workers' Compensation Laws.

#### **Emergencies**

We may disclose your health information to notify or assist in notifying a family member, or another person responsible for your care about your medical condition or in the event of an emergency or of your death.

#### **Judicial and Administrative Proceedings.**

We may disclose your health information in the course of any administrative or judicial proceeding.

#### **Public Health**

As required by law, we may disclose your health information to public health authorities for purposes related to: preventing or controlling disease, injury or disability, reporting child abuse or neglect, reporting domestic violence, reporting to the Food and Drug

Administration problems with products and reactions to medications, and reporting disease or infection exposure.

**Law Enforcement.**

We may disclose your health information to a law enforcement official for purposes such as identifying or locating a suspect, fugitive, material witness or missing person, complying with a court order or subpoena, and other law enforcement purposes.

**Phone Calls.**

As a courtesy to our patients, there are times when it is our policy to call your home prior to your scheduled appointment to remind you of your appointment time or to reschedule your appointment when you have missed a scheduled appointment. If you are not at home, we will leave a reminder message on your answering machine or with the person answering the phone. No personal health information is disclosed in our message nor will be disclosed to any other person during this call.

**Incidental Disclosure**

There may be times during the course of treatment that incidental disclosure occurs in the normal operation of conducting your healthcare. This may occur during the routine treatment sessions when another patient may be in the same room during your treatment. If at any time, you feel uncomfortable with this, inform us immediately and appropriate accommodations will be made to insure your confidentiality and privacy.

**Change of Ownership.**

In the event that Russeau Team HealthCare, Ltd. is sold or merged with another organization, your health information/record will become the property of the new owner.

**Your Health Information Rights**

- You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that Russeau Team HealthCare, Ltd. is not required to agree to the restriction that you requested.
- You have the right to have your health information received or communicated through an alternative method or sent to an alternative location other than the usual method of communication or delivery, upon your request.
- You have the right to inspect and copy your health information.
- You have a right to request that Russeau Team HealthCare, Ltd. amend your protected health information. Please be advised, however, that Russeau Team HealthCare, Ltd. is not required to agree to amend your protected health information. If your request to amend your health information has been denied, you will be provided with an explanation of our denial reason(s) and information about how you can disagree with the denial.
- You have a right to receive an accounting of disclosures of your protected health information made by Russeau Team HealthCare, Ltd.
- You have a right to a paper copy of this Notice of Privacy Practices at any time upon request.

**Changes to this Notice of Privacy Practices**

Russeau Team HealthCare, Ltd. reserves the right to amend this Notice of Privacy Practices at any time in the future, and will make the new provisions effective for all information that it maintains. Until such amendment is made, Russeau Team HealthCare, Ltd. is required by law to comply with this Notice.

Russeau Team HealthCare, Ltd. is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. If you have questions about any part of this notice or if you want more information about your privacy rights, please contact: Dr. Kevin J. Russeau by calling this office at 630-690-4040. If Dr. Kevin J. Russeau is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days.

**Complaints**

Complaints about your Privacy rights, or how Russeau Team HealthCare, Ltd. has handled your health information should be directed to Dr. Kevin J. Russeau by calling this office at 630-690-4040. If Dr. Kevin J. Russeau is not available, you may make an appointment for a personal conference in person or by telephone within 2 working days.

If you are not satisfied with the manner in which this office handles your complaint, you may submit a formal complaint to:

DHHS, Office of Civil Rights  
200 Independence Avenue, S.W.  
Room 509F HHH Building  
Washington, DC 20201

This notice is effective as of **May 17,2005**.