

A. M. STAPLETON, P.L.L.C.
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Notice of Information Practices Privacy Procedure

**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.**

Understanding Your Records

Each time you visit a hospital, physician, or health care provider, the provider makes a record of your visit. Typically, this record contains your health history, current symptoms, examination and test results, diagnoses, treatment, and a plan for future care or treatment. This information is referred to as your patient record. At A.M. Stapleton, P.L.L.C. Your patient record serves as a:

- Basis for planning your care and treatment.
- Means of communication among the health professionals who contribute to your care.
- Legal document describing the care you received.
- Means by which you or a third-party payer can verify that you actually received the services billed for.
- Tool to assess the appropriateness and quality of care you received.
- Tool to improve quality of health care and achieve better patient outcomes.
- Means by which a third-party payer can decide whether to authorize payment for specific services.

Understanding what is in your patient record and how your health information is used helps you to:

- Ensure its accuracy and completeness.
- Understand who, what, where, why, and how others may access your health information.
- Make informed decisions about authorizing disclosure to others.
- Better understand the health information rights below.

Your Rights Under the Federal Privacy Standard

Although your patient records are the physical property of your therapist at A. M. Stapleton, P.L.L.C., you do have certain rights with regard to the information contained therein. You have the right to:

- Request restrictions on uses and disclosures of your health information for treatment, payment, and health care operations. Health care operations consist of activities that are necessary to carry out the operations of the provider, such as quality assurance and peer review. The right to request restriction does not extend to uses or disclosures permitted or required under the Federal Privacy Standard, 164.502(a)(2)(i) (disclosures to you), 164.510(a) (for facility directories, but note that you have the right to object to such uses), or 164.512 (uses and disclosures not requiring consent or an authorization). The latter uses and disclosures include, for example, those required by law. In those cases, you do not have a right to request restriction. Even in those cases where you do have the right to request restriction, we do not have to agree to the restriction. If we do, however, we will adhere to it unless you request otherwise or we give you advance notice.
- Requests for us to communicate with you by alternate means and, if the method of communication is reasonable, we must grant the alternate communication request.
- Receive and keep a copy of this notice of information practices. We have posted a copy in our office, and you also have a right to your own copy on request. The law requires us to ask you to acknowledge that you have been provided with information.