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Notice of Privacy Practices

This notice describes how medical information about you may be used and disclosed.

It also explains how you can get access to this information. Please review it carefully.

Our Legal Duty

- We must protect your health information and give you this notice.
- We must follow the rules in this notice.
- We can change our rules at any time. If we change our rules we will give you written notice.

How We Use Your Health Information

- **Treatment:** We share your health information with doctors, staff, or nurses who treat you.
- **Operations:** We use your health information to run our office and make care better.
- **Law Enforcement:** We give your health information to police when required by law.
- **Family and Friends:** We may share your health information if you agree or in an emergency.

Your Rights

- **Get a Copy:** You can ask for a copy of this notice. You can also ask to see or get a copy of your medical records at anytime.
- **Fix Errors:** You can ask us to correct errors in your medical record.
- **List of Uses:** You can ask who saw your medical record and why.
- **Ask for Limits:** You can ask us to limit how we use your health information.
- **Private Contact:** You can ask us to call, text, or email you in specified ways.

Questions and Complaints

- You can talk to our privacy officer, Dr. Peet, if you have questions or feel we may have violated these privacy practices.
- If you feel we have violated these privacy practices, you can also file a written complaint to the U.S. Department of Health and Human Services Office for Civil Rights.
- We will not punish you if you file a complaint.