



Bethany Women's Healthcare

Building Relationships for a Lifetime

3660 W. Bethany Home Road

Suite A

Phoenix, AZ 85019

602-973-3200

www.bethanywomen.com

Notice of Privacy Policies for Bethany Women's Healthcare

THIS NOTICE DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

Introduction

There is a federal law, called the Health Insurance Portability and Accountability Act of 1996 (HIPAA) that sets rules for healthcare providers and health plans about who can look at, and receive your health information. A major goal of the Privacy Rule is to assure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well-being. The Rule strikes a balance that permits important uses of information, while protecting the privacy of people who seek care and healing. Given that the health care marketplace is diverse, the Rule is designed to be flexible and comprehensive to cover the variety of uses and disclosures that need to be addressed.

At Bethany Women's Healthcare, we are committed to treating and using protected health information about you responsibly. This Notice of Privacy Policies describes the personal information we collect, and how and when we use or disclose that information. It also describes your rights as they relate to your protected health information.

Understanding Your Health Record/Information

Each time you visit Bethany Women's Healthcare, information about your visit is collected. Typically, this information includes your symptoms, examination and test results, diagnoses, treatment, and plan for future care or treatment. This information, often referred to as your health or medical record, serves as a:

- Basis for planning your care and treatment
- Means of communication among the many 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 services billed were actually provided
- A tool in educating health professionals
- A source of data for medical research
- A source of information for public health officials charged with improving the health of the citizens of this state and the nation
- A source of data for our planning and marketing
- A tool with which we can assess, and continually work to improve, the care we render, and the outcomes we achieve

Understanding what is in your record, and how your health information is used, helps you to: ensure its accuracy, better understand who, what, when, where, and why others may access your health information; and, make more informed decisions when authorizing disclosure to others.

Your Health Information Rights

Although your health record is the physical property of Bethany Women's Healthcare, the information belongs to you.

You have the right to:

- Obtain a paper copy of this [Notice of Privacy Policies](#) upon request
- Ask to see or get a copy of your health record generated by providers at Bethany Women's Healthcare
- Amend your health record or add information to your file if you think something is missing or incomplete
- Obtain an accounting of disclosures of your health information
- Request communications of your health information by alternative means or at alternative locations
- Request a restriction on certain uses and disclosures of your information
- Revoke your authorization to use or disclose health information except to the extent that action has already been taken

Our Responsibilities

- Maintain the privacy of your health information
- Provide you with this notice as to our legal duties and privacy practices with respect to information we collect and maintain about you
- Abide by the terms of this notice
- Notify you if we are unable to agree to a requested restriction
- Accommodate reasonable requests you may have to communicate health information by alternative means or at alternative locations

We reserve the right to change our practices and to make the new provisions effective for all protected health information we maintain. Should our information practices change substantially, we will mail a revised notice to the address you've supplied us or, if you agree, we will e-mail the revised notice to you. We will not use or disclose your health information without your authorization, except as described in this notice. We will also discontinue using or disclosing health information after we have received a written revocation of the authorization according to the procedures included in the authorization.

For More Information OR To Report a Problem

If you have questions and would like additional information, you may contact our office manager at 602-973-3200.

If you believe your privacy rights have been violated, you can file a complaint with the practice's Privacy Officer or with the Office for Civil Rights at the address listed below.

**Office for Civil Rights
U.S. Department of Health and Human Services
200 Independence Avenue, S.W.
Room 509F, HHH Building
Washington, D.C. 20201**