



Notice of Privacy Policies for Our House, Inc and Its Subsidiaries
173 Boulevard NE Atlanta GA 30312404-658-1500

Notice of Health Information Practices

THIS NOTICE OF HEALTH INFORMATION PRACTICES DESCRIBES HOW INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. **READ IT CAREFULLY.**

Introduction

It is important to us that you understand what information we collect about you and how it is used. We want you to know that we limit the collection and disclosure of information to only that which we believe is necessary to serve you and administer our business. This NOTICE is effective August 5, 2024, and applies to all protected health information as defined by federal regulations.

Understanding Your Health/Record Information

Each time you visit the clinic a record of your visit is made. This record contains your symptoms, examination, and test results, diagnoses, treatment, and a plan for your future care or treatment. This information, often referred as your medical or health record, may be used and disclosed by the clinic as:

1. A basis for planning your care and treatment
2. A means of communication among the many health professionals who contribute to your care (Example: A doctor treating you here asks another doctor about your overall health condition.)
3. A legal document describing care that you received
4. A way that our grantors can verify that services provided cover grant requirements
5. A tool in educating health professionals
6. A source of data for medical or social research
7. A source of information for public health officials charged with improving the health of this country, state and nation
8. A source of data for our planning, marketing, and fundraising
9. A tool with which we can assess and continually work to improve the care we render and the outcomes we achieve
10. A source of supporting data, which allows us to receive state and federal funding to provide public health services
11. A source of supporting data to receive reimbursement from your healthcare insurance

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

Your Health Information Rights

Although your health record is the property of the clinic, the information belongs to you. You have the following rights:

1. To receive a paper copy of this notice of information practices upon request
2. To inspect and/or receive a paper or electronic copy of your health record
3. To adjust or correct your health record
4. To receive an accounting of disclosures of your health information
5. To request confidential communications of your health information by other means or at other locations
6. To request a restriction on certain uses and disclosures of your information, although the clinic is not required to agree to a requested restriction in all cases
7. To revoke your authorization to use or disclose your health information except to the extent that action has already been taken

Our Responsibilities

The clinic is required to:

1. Maintain the privacy and security of your health information as required by law
2. Provide you with this notice of our legal duties and privacy practices regarding information we collect and maintain about you
3. Abide by the terms of this notice
4. Notify you if you may be affected by a breach of unsecured protected health information
5. Notify you if we are not able to agree to a requested restriction
6. Agree to reasonable requests from you to delivery health information in other ways or at other locations

We reserve the right to change our practices and to make those changes effective to all of the health information we maintain. We will not use or disclose your health information without your permission except as described in this notice.

Complaints

You may submit a complaint to the clinic if you believe that your privacy rights have been violated by contacting us using the information found at the top of page 1. For more information or to report a problem you may also contact: U.S. Department of Health and Human Services Office for Civil Rights U.S. Department of Health and Human Services by sending a letter to 200 Independence Ave SW room 509F, HHH building, Washington DC 20201, calling 1-877-696-6775, or visiting www.hhs.gov/ocr/privacy/hipaa/complaints/. We will not retaliate against you for filing a complaint.