



In accordance with the Health Insurance Portability and Accountability Act of 1996, as of April 14, 2003 all health care providers are required to provide their patients with a ***Notice of Privacy Practice*** statement.

Clinica Colorado

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.

Clinica Colorado 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 health care professionals within our practice for the purpose of treatment, payment or health care operations.

1. On occasion, it may be necessary to seek consultation regarding your condition from other health care providers associated with Clinica Colorado.
2. It is our policy to provide a substitute health care provider, authorized by Clinica Colorado to provide assessment and/or treatment to our patients, without advanced notice, in the event of your primary health care provider's absence due to vacation, sickness, or other emergency situation.

A covered entity may disclose protected health information for the treatment of activities of any health care provider (including providers not covered by the Privacy Rule). For example: A primary Care provider may send a copy of an individual's medical record to a specialist or hospital who needs immediate information to treat the individual.

Payment

We may disclose your health information to Medicaid for the purpose of payment or health care operations.

Worker's 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.

Public Health

As required by law, we may disclose your health information to public health authorities for purposes related to: prevention 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.

Judicial and Administrative Proceedings

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

Law Enforcement

We may disclose our 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.

Deceased persons

We may disclose your health information to coroners or medical examiners.

Organ Donation

We may disclose your health information to organizations involved in procuring, banking, or transplanting organs and tissues.

Research

We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board.

Public Safety

It may be necessary to disclose your health information to appropriate persons in order to prevent or lessen a serious and imminent threat to the health or safety of a particular person or to the general public.

Specialized Government Agencies

We may disclose your health information for military, national security, prisoner and government benefits purposes.

Marketing

We may contact you for marketing purposes or fundraising purposes, as described below:

1. As a courtesy to our patients, it is our policy to call your home on the evening prior to your scheduled appointment to remind you of your appointment time. If you are not at

home, we leave a reminder message on your answering machine or with the person answering the phone. No personal health information will be disclosed during this recording or message other than the date and time of your scheduled appointment along with a request to call our office if you need to cancel or reschedule your appointment.

2. It is our practice to participate in charitable events to raise awareness, food donations, gifts, money, etc. During these times, we may send you a letter, postcard, invitation or call your home to invite you to participate in the charitable activity. We will provide you with information about the type of activity, the dates and times, and request your participation in such an event.

Change of Ownership

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

Your Health Information Rights

1. You have the right to request restrictions on certain uses and disclosures of your health information. Please be advised, however, that Clinica Colorado is not required to agree to the restriction that you requested.
2. 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.
3. You have the right to inspect and copy your health information.
4. You have the right to request that Clinica Colorado amend your protected health information. Please be advised, however, that Clinica Colorado 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.
5. You have a right to receive an accounting of disclosures of your protected health information made by Clinica Colorado.
6. 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

Clinica Colorado 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, Clinica Colorado is required by law to comply with this notice.

Clinica Colorado 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: Veronica Labra by calling this office at

720-443-8461. If Veronica Labra is not available, you may make an appointment for a personal conference in person or by telephone within two working days.

Complaints

Complaints about your privacy rights, or how Clinica Colorado has handled your health information should be directed to Veronica Labra by calling this office at 720-443-8461. If Veronica Labra is not available, you may make an appointment for a personal conference in person or by telephone within two working days.

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

HHS/Office for Civil Rights
1961 Stout Street
Room 08-148
Denver, CO 80294
Customer Response Center: (800) 368-1019
TDD: (800)537-7697
Email: ocrmail@hhs.gov

COLORADO REGIONAL HEALTH INFORMATION ORGANIZATION (CORHIO)

CLINICA COLORADO endorses, supports, and participates in electronic Health Information Exchange (HIE) as a means to improve the quality of your health and healthcare experience. HIE provides us with a way to securely and efficiently share patients' clinical information electronically with other physicians and health care providers that participate in the HIE network. Using HIE helps your health care providers to more effectively share information and provide you with better care. The HIE also enables emergency medical personnel and other providers who are treating you to have immediate access to your medical data that may be critical for your care. Making your health information available to your health care providers through the HIE can also help reduce your costs by eliminating unnecessary duplication of tests and procedures. However, you may choose to opt-out of participation in the CORHIO HIE, or cancel an opt-out choice, at any time. *If you wish to opt-out, please ask the reception desk for the form to complete.*