

MARK VAUGHAN, M.D.

PRIVACY POLICY

Our practice policy is that all physicians and staff preserve the integrity and the confidentiality of protected health information (PHI) of our patients. The purpose of this policy is to ensure that our practice and its physicians and staff have the necessary medical and protected health information to provide the highest quality medical care possible while protecting the protected health information and confidentiality of our patients.

Our practice and its physicians and staff will not use or disclose PHI for uses outside of treatment, payment or healthcare operations (TPO) without an authorization from the patient.

Our practice will use and disclose PHI to remind patients of their appointments within the minimum necessary standard.

We recognize that patients have a right to privacy. Our practice and its physicians and staff respect the dignity of the patient at all times and treat all PHI data as confidential in accordance with professional ethics, accreditation standards, and legal requirements.

Although our practice “owns” the medical record, the patient has a right to inspect and obtain a copy of his/her PHI. In addition, patients have a right to request an amendment to his/her medical record if he/she believes his/her information is inaccurate or incomplete.

We may permit access to medical records with a written request. The request must be approved by our practice. If we deny the request, then we must inform the patient that they may request a review of our denial. In such cases, we will have an on-site healthcare professional review the appeal.

We will provide patients an opportunity to request the correction of inaccurate or incomplete PHI in their medical records in accordance with the law and professional standards.

Our practice will maintain a list of all disclosures of PHI for purposes other than TPO for each patient. We will provide this list to patients upon request, so long as their requests are in writing.

Our practice will adhere to any restrictions concerning the use or disclosure of PHI that patients have requested and have been approved by our practice.

All physicians and staff will adhere to this policy. Violations of this policy will not be tolerated by our practice and is grounds for disciplinary action, up to and including termination of employment and criminal or professional sanctions.

We may change this privacy policy at any time. Any changes will be effective upon the release of a revised privacy policy and will be made available to patients upon request.