



# 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.**

Our Notice of Privacy Practices may be obtained at the front desk. If you have any questions about this Notice please contact our Privacy Officer at (412) 622-2020.

### **OUR COMMITMENT TO PROTECT YOUR HEALTH INFORMATION**

This Notice of Privacy Practices describes how we may use and disclose your protected health information to carry out treatment, payment or health care operations and for other purposes that are permitted or required by law. It also describes your rights to access and control your protected health information. Your "protected health information" means any of your written and oral health information, including your demographic data that can be used to identify you. This is health information that is created or received by your health care provider, and that relates to your past, present or future physical or mental health or condition.

We are strongly committed to protecting your medical information. We create a medical record about your care because we need the record to provide you with appropriate treatment and to comply with various legal requirements. We transmit some medical information about your care in order to obtain payment for the services you receive, and we use certain information in our day to day operations. This Notice will let you know about the various ways we use and disclose your medical information, describe your rights and our obligations with respect to the use or disclosure of your medical information. We will also ask that you acknowledge receipt of this Notice the first time you come to or use any of our facilities, because the law requires us to make a good faith effort to obtain your acknowledgment.

### **We are required by law to:**

Make sure that any medical or health information that we have that identifies you is kept private, and will be used or disclosed only in accord with this Notice of Privacy Practices and applicable law; Give you this Notice of our legal duties and our privacy practices; and Abide by the terms of the Notice of Privacy Practices that is in effect from time to time.

### **The Notice of Privacy Practices covers the following information regarding your protected health information (PHI) and rights:**

1. USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION
2. YOUR RIGHTS REGARDING HEALTH INFORMATION ABOUT YOU
3. COMPLAINTS
4. CHANGES TO THIS NOTICE

This notice was published and becomes effective on March 31, 2003.