



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.

Rocky Mountain Perinatology 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 the privacy practices at Rocky Mountain Perinatology please contact:

Privacy Officer/Director of Clinical Operations
1107 S. Lemay Avenue, Suite 410
(970) 294-4464

Effective Date of This Notice: January 2, 2013

I. How Rocky Mountain Perinatology may use or disclose your health information

Rocky Mountain Perinatology collects health information from you and stores it in a chart and on a computer. This is your medical record. The medical record is the property of Rocky Mountain Perinatology, but the information in the medical record belongs to you. Rocky Mountain Perinatology protects the privacy of your health information. We ask you to fill out a HIPAA consent, informing us of where you want to receive messages for lab/tests results and financial data. Additionally, you can give consent for your spouse and/or parents to have access to your health information in non-emergent circumstances. **For patients over the age of 15, Rocky Mountain Perinatology cannot discuss information with any other party, including your parent or spouse, without your written consent.** The law permits Rocky Mountain Perinatology to use or disclose your health information for the following purposes:

1. Treatment.
 - a. Ordering lab or tests at another facility.
 - b. Providing surgical care at another facility.
 - c. Providing prenatal and/or postpartum care at another facility.
 - d. A means of communication among other healthcare professionals and facilities that contribute care, including pathology and radiology.
 - e. A basis for planning care and treatment among other healthcare professionals and facilities that contribute care, including pathology and radiology.
 - f. Prescribing or refilling of patient prescriptions and medications.
2. Payment.
 - a. A source of information for applying diagnoses and service information to a patient's bill.
 - b. Appealing a denial for the purpose of receiving payment for services.
 - c. Submission of claims for billing purposes.
3. Regular Health Care Operations.
 - a. Intake of personal information so that treatment and payment operations can occur without interruption.
 - b. Scheduling of appointments within Rocky Mountain Perinatology facilities and outside facilities where treatment may be coordinated and confirmation of the appointment to the patients listed phone number.
 - c. Referral of patient to outside facilities or healthcare professionals.
4. Information provided to you.



5. Notification and communication with family. We may disclose your health information to notify or assist in notifying a family member, your personal representative or another person responsible for your care about your location, your general condition or in the event of your death. If you are able and available to agree or object, we will give you the opportunity to object prior to making this notification. If you are unable or unavailable to agree or object, our health professionals will use their best judgment in communication with your family and others.
6. Required by law. As required by law, we may use and disclose your health information.
7. Public health. As required by law, we may disclose your health information to public health authorities for purposes related to: preventing 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.
8. Health oversight activities. We may disclose your health information to health agencies during the course of audits, investigations, inspections, licensure and other proceedings.
9. Judicial and administrative proceedings. We may disclose your health information in the course of any administrative or judicial proceeding.
10. Law enforcement. We may disclose your 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.
11. Deceased person information. We may disclose your health information to coroners, medical examiners and funeral directors.
12. Organ donation. We may disclose your health information to organizations involved in procuring, banking or transplanting organs and tissues.
13. Research. We may disclose your health information to researchers conducting research that has been approved by an Institutional Review Board or the Rocky Mountain Perinatology privacy board.
14. Public safety. We may 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 the general public.
15. Worker's compensation. We may disclose your health information as necessary to comply with worker's compensation laws.
16. Marketing. We may contact you to provide appointment reminders or to give you information about other treatments or health-related benefits and services that may be of interest to you.
17. Change of Ownership. In the event that Rocky Mountain Perinatology is sold or merged with another organization, your health information/record will become the property of the new owner.

II. When Rocky Mountain Perinatology may not use or disclose your health information

Except as described in this Notice of Privacy Practices, Rocky Mountain Perinatology will not use or disclose your health information without your written authorization. If you do authorize Rocky Mountain Perinatology to use or disclose your health information for another purpose, you may revoke your authorization in writing at any time.

III. Your Health Information Rights

1. You have the right to request restrictions on certain uses and disclosures of your health information. Rocky Mountain Perinatology is not required to agree to the restriction that you requested.
2. You have the right to receive your health information by signing the Rocky Mountain Perinatology Authorization to Release Records form. There may be a charge associated with the copying of the records please contact Medical Records for further details.
3. You have the right to inspect your health information.
4. You have the right to request that Rocky Mountain Perinatology amend your health information that is incorrect or incomplete. Rocky Mountain Perinatology is not required to change your health information and will provide you with information about Rocky Mountain Perinatology denial and how you can appeal the denial.



5. You have the right to receive an accounting of disclosures of your health information made by Rocky Mountain Perinatology. This record is not required to account for the disclosures described in parts 1 (treatment), 2 (payment), 3 (health care operations), 4 (information provided to you), and 5 (directory listings) of section I of this Notice of Privacy Practices.
6. You have the right to a paper copy of this Notice of Privacy Practices.

IV. Changes to this Notice of Privacy Practices

Rocky Mountain Perinatology reserves the right to amend this Notice of Privacy Practices at any time in the future. Until such amendment is made, Rocky Mountain Perinatology is required by law to comply with this Notice.

V. Complaints

Complaints about this Notice of Privacy Practices or how Rocky Mountain Perinatology handles your health information should be directed to:

Director of Clinical Operations or Privacy Officer

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

Department of Health and Human Services
Office of Civil Rights
Hubert H. Humphrey Bldg.
200 Independence Avenue, S.W.
Room 509F HHH Building
Washington, DC 20201

You may also address your complaint to one of the regional Offices for Civil Rights. A list of these offices can be found online at <http://www.hhs.gov/ocr/regmail.html>.