

## **Stuart Selkin, MD, JD, FACS**

### **Notice of Privacy Policies and Practices**

Dr. Selkin will always use your protected health information responsibly. This notice describes the information that we collect and how and when we use or disclose it. It describes your rights as they relate to your protected health information. It is effective May 7, 2011, and applies to all protected health information, as defined by federal regulations.

#### **Understanding your medical record and health information**

Each time you visit Dr. Selkin, he makes a record of your visit. This includes information about your examination, diagnosis, test results, treatment, and other pertinent data. It serves as a:

- Basis for planning your care and treatment;
- Means of communicating with other health professionals involved in your care;
- Legal document describing the care that you received;
- Means to verify that services billed were actually provided to you;
- Tool for educating health care providers;
- Source for medical research;
- Tool for public health officials, who might use this information to assess and improve state and national healthcare standards; and
- Tool to ensure the highest quality of care and patient satisfaction.

#### **Your rights**

You have certain rights under the federal privacy standards. These include the right to:

- Request restrictions on the use and disclosure of your protected health information;
- Receive confidential communications about your medical condition and treatment;
- Inspect and copy your protected health information;
- Amend or submit corrections to your protected health information;
- Receive an accounting of how and to whom your protected health information has been disclosed; and
- Receive a printed copy of this notice.

#### **Our responsibilities**

Dr. Selkin is required to:

- Maintain the privacy of your health information;
- Provide you with this Notice;
- Abide by the terms of this notice;
- Notify you if we are unable to agree to a requested restriction; and
- Accommodate reasonable requests that you may have about communication of health information via alternative means and locations;

Under the law, we may amend or modify our privacy policies and practices. These changes in our policies and practices may be required by changes in federal and state laws and regulations. Whatever the reason for these revisions, we will provide you with a revised notice at your next office visit. The revised policies and practices will be applied to all protected health information that we maintain.

We will not use or disclose your health information without your authorization, except as described in this notice. We will also discontinue to use or disclose your health information after we have received a written revocation of the authorization.

## **How we may use or disclose your health information**

We will use your health information for treatment. We may discuss your condition with appropriate health care professionals for the purpose of evaluating your health, diagnosing medical conditions, and providing treatment to you. We will use your information for payment.

Your health plan may request and receive information on dates of service, the services provided, and the medical condition being treated in order to pay for the service that Dr. Selkin provides to you.

For example: information on the services you received may be used to support budgeting and financial reporting, and activities to evaluate and promote quality.

Business Associates. In some cases, we've contracted separate entities to provide services for us. They may require your health information in order to accomplish the tasks that we ask them to provide. Some examples of these business associates might be a billing service, collection agency, and computer software/hardware provider.

Communication with family. We will always use our best judgment when disclosing health information to a family member, other relatives, or any other person who is involved in your care or whom you have authorized to receive this information. Please inform the practice when you do not wish a family member or other individual to receive your information.

Research, Teaching, Training. We may use your information for research, teaching, and training.

Healthcare Oversight. Federal law requires us to release your information to an appropriate health oversight agency, public health authority or attorney, or other federal or state appointee if there are circumstances that require us to do so.

Public health reporting. Your health information may be disclosed to public health agencies as required by law.

Law enforcement. Your health information may be disclosed to law enforcement agencies, without your permission, to support government audits and inspections, to facilitate law-enforcement investigations, and to comply with government mandated reporting.

Appointment reminders. We may use your information to remind you about upcoming appointments. Typically, we do that with a brief, non-specific message on your answering machine. If you don't approve of this, please inform the practice.

Other uses and disclosures. Disclosure of your health information or its use for any purpose other than those listed above requires your specific written authorization. If you change your mind after authorizing use or disclosure of your information you may submit a written revocation of the authorization. However, your decision to revoke the authorization will not affect or undo any use or disclosure that occurred before you notified us of your decision.

## **For More Information or to Report a Problem**

If you have complaints, questions, or would like additional information about this notice or Dr. Selkin's privacy practices, please contact:

Stuart Selkin, MD, JD, FACS  
801 Walt Whitman Road  
Melville, New York 11747  
(631) 692-7362

If you believe that your privacy rights have been violated, please contact Dr. Selkin. You may also file a complaint with the Office for Civil Rights, U.S. Department of Health and Human Services. There will be no retaliation for filing a complaint with either Dr. Selkin or with the Office for Civil Rights. The address for the Office for Civil Rights is:

Office for Civil Rights, U.S. Department of Health and Human Services  
200 Independence Avenue, S.W.  
Room 509F, HHH Building, Washington, D.C., 20201