



## NOTICE OF PRIVACY PRACTICES

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Effective Date: August 2022

Last Updated: August 2022

**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.**

If you have any questions about this Notice, please contact:

Dr. Sangeetha Kolluri, HIPPA Privacy Officer at (512) 862-1881

We understand that medical information about you and your health is personal and are committed to protecting this information. When you receive care at Wildflower Breast Center, a record of the care and services you receive is made. Typically, this record contains your treatment plan, office visit note, test results, and billing record. This record serves as a:

- Basis for planning for treatment and services;
- Means of communication among the physicians and other healthcare providers involved in your care;
- Means by which you or a third-party payor can verify that services billed were actually provided;
- Sources of information for public health officials; and
- Tool for assessing and continually working to improve the care rendered.

This notice tells you the ways we may use and disclose your Protected Health Information (referred to herein as "medical information"). It also describes your rights and our obligations regarding the use and disclosure of medical information.

### **OUR RESPONSIBILITIES**

Wildflower Breast Center shall:

- Make every effort to maintain the privacy of your medical information;
- Provide you with notice of our legal duties and privacy practices with respect to information we collect and maintain about you;
- Abide by the terms of this notice;
- Notify you if we are unable to agree to a request restriction;
- Accommodate reasonable requests you may have to communicate health information by alternate means or at alternative locations; and
- Wildflower Breast Center will notify you, and the Department of Health and Human Services, of any unauthorized acquisition, access, or use or disclosure of your unsecured medical information that presents a significant risk of financial, reputational or other harm to you, to the extent required by law. Unsecured medical information not secured by technology that renders the information, unusable, unreadable, or indecipherable as required by law.

### **THE METHOD IN WHICH WE MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU.**

The following categories describe different ways we may use and disclose your medical information. The examples provided serve only as guidance and do not include every possible use or disclosure.

- **For Treatment.** We will use and disclose your medical information to provide, coordinate, or manage your health care and any related service. For example, we may share your information with your primary care physician or other specialists to whom you are referred for follow-up care.
- **For Payment.** We will use and disclose medical information about you so that the treatment and services you may receive may be billed and payment may be collected from you, an insurance company, or a third party. For example, we may need to disclose your medical information to a health care plan in order for the health plan to pay for the services rendered to you.
- **For Health Care Operations.** We may use and disclose medical information about you for office operation. These uses and disclosures are necessary to run Wildflower Breast Center in an efficient manner and provide that all patients receive quality care. For example, your medical records and health information may be used in the evaluation of services, and the appropriateness and quality of health care treatment. In addition, medical records are audited for timely documentation and correct billing.

# WILDFLOWER BREAST CENTER

- **Appointment Reminders.** We may use and disclose medical information in order to remind you of an appointment. For example, we may provide written or telephone reminder that your appointment with Wildflower Breast Center is coming up.
- **Research.** Under certain circumstances, we may use and disclose medical information about you for research purposes. For example, a research project may involve comparing the surgical outcome of all patients for whom one type of procedure is used for whom another procedure is used for the same condition. All research projects, however, are subject to special approval process. Prior to using or disclosing any medical information, the project must be approved through this research approval process. We will ask for your specific authorization if the researcher will have access to your name, address, or other information that reveals who you are, or will be involved in your care.
- **As Required by law.** We will disclose medical information about you when required to do so by federal or Texas laws or regulations.
- **To avert a Serious Threat to Health or Safety.** We may use and disclose medical information about you to medical or law enforcement personnel when necessary to prevent a serious threat to your health and safety or the health and safety of another person
- **Sale of Practice.** We may use and disclose medical information about you to another health care facility or group or physicians in the sale, transfer, merger, or consolidation of our practice.

## **SPECIAL SITUATIONS**

- **Organ and Tissue Donation.** If you have formally indicated your desire to be an organ donor, we may release medical information to your organizations that handle procurement of organ, eye, or tissue transplants.
- **Military and Veterans.** If you are a member of the armed forces, we may release medical information about you as required by military command authorities.
- **Worker's compensation.** We may release medical information about you for worker's compensation or similar programs. These programs provide benefits for work-related injuries or illness.
- **Qualified Personnel.** We may disclose medical information for management audit, financial audit, or program evaluation., but the personnel may not directly or indirectly identify you in any report of the audit or evaluation, or otherwise disclose your identity in any manner.
- **Public Health Risks.** We may disclose medical information about you for public health activities. These activities generally include the following activities.
  - To prevent or control disease, injury or disability;
  - To report reactions to medications or problems with products;
  - To notify people of products they may be using;
  - To notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition; and
  - To notify the appropriate government authority if we believe you have been the victim of abuse, neglect, or domestic violence.

All such disclosures will be made in accordance with the requirements of Texas and federal laws and regulations.

- **Health Oversight Activities.** We may disclose medical information to a health oversight agency for activities authorized by law. Health oversight agencies include public and private agencies authorized by law to oversee the health care system. These oversight activities include, for example, audits, investigations, inspections, and licensure. These activities are necessary for the government to monitor the health care system, government programs, eligibility, or compliance, and to enforce health related civil rights and criminal law.
- **Lawsuits and Disputes.** If you are involved in certain lawsuits or administrative disputes, we may disclose medical information about you in response to a court or administrative order.
- **Law enforcement.** We may release medical information if asked to do so by a law enforcement official;
  - In response to a court order or subpoena; or
  - If Wildflower Breast Center determines there is a possibility of imminent physical injury to you or another person, or immediate mental or emotional injury to you.
- **Coroners, Medical Examiners or Funeral Directors.** We may release medical information to a coroner to medical examiner when authorized by law (e.g., to identify a deceased person or determine the cause of death). We may also release medical information about patients to funeral directors.
- **Inmates.** If you are an inmate at a correctional facility, we may release medical information about you to the correctional facility for the facility to provide you treatment.



- **Other Uses or Disclosures.** Any other use or disclosures will be made only upon your individual written authorization. This includes, but is not limited to, uses and disclosure for marketing purposes. You may revoke an authorization at any time provided that is written in writing, and we have not already relied on authorization.

### **YOUR RIGHTS REGARDING MEDICAL INFORMATION ABOUT YOU.**

You have the following rights regarding medical information collected and maintained about you:

- **Right to Inspect and Copy.** You have the right to inspect and copy medical information that may be used to make decisions about your care. Usually, this includes medical and billing records.

To inspect and copy medical information that may be used to make medical decisions about you, you must submit your request in writing to the HIPPA Privacy Officer at Wildflower Breast Center. If you request a copy of the information, Wildflower Breast Center may charge a fee established by the Texas Medical Board for the cost of copying, mailing, or summarizing your records.

Wildflower Breast Center may deny your request to inspect and copy in certain very limited circumstances. If you are denied access to your medical information, you may request that the denial be reviewed. The person conducting the review will not be the person who denied our request. Wildflower Breast Center will comply with the outcome of the review.

- **Right to Amend.** If you feel that medical information maintained about you is incorrect or incomplete, you may ask Wildflower Breast Center to amend information. You have the right to request an amendment for as long as the information is kept by Wildflower Breast Center.

To request an amendment, your request must be made in writing and submitted to the Wildflower Breast Center's HIPPA Privacy Officer. In addition, you must provide a reason that supports your request.

Wildflower Breast Center may deny your request for an amendment if it is not in writing or does not include a reason to support the request. In addition, we may deny your request if you ask us to amend information that:

- Was not created by Wildflower Breast Center, unless the person or entity that created the information is no longer available to make the amendment;
  - Is not part of the medical information kept by Wildflower Breast Center;
  - Is not part of the information which you would be permitted to inspect and copy; or
  - Is accurate and complete.
- **Right to an Accounting of Disclosures.** You have the right to request an "accounting of disclosures". This is a list of the disclosures made of your medical information for purposes other than treatment, payment, or health care operations.

To request this list you must submit your request in writing to Wildflower Breast Center's Wildflower's HIPPA Privacy Officer. Your request must state a time period, which may not be longer than six (6) years. Your request should indicate in what form you want the list (for example, paper or electric copy). The first list you request within a 12-month period will be free. For additional lists within a 12-month period, you may be charged for the cost of providing the list. Wildflower Breast Center will notify you of the cost involved and you may choose to withdraw or modify your request at that time before any costs are incurred.

- **Right to Request Restrictions.** You have the right to request a restriction or limitation on the medical information Wildflower Breast Center uses or discloses about you for treatment, payment, or health operations. You also have the right to request a limit on medical information Wildflower Breast center discloses about you to someone who is involved in your care or the payment for your care.

Wildflower Breast Center is not required to agree to your request, unless the request pertains solely to a healthcare item or service for which Wildflower Breast Center has been paid out of pocket in full. Should Wildflower Breast Center agree to your request, we will comply with your request unless the information is needed to provide you emergency treatment.

To request restrictions, you must make your request in writing to Wildflower Breast Center's HIPPA Privacy Officer. In your request, you may indicate: (1) what information you want to limit; (2) whether you want to limit Wildflower Breast Center's use and/or disclose; and (3) to whom you want the limits to apply.

# WILDFLOWER BREAST CENTER

- **Right to Request Confidential Communications.** You have the right to request that Wildflower Breast Center communicate with you about medical matters in a certain way or at a certain location. For example, you can ask that we contact you only at work or by mail.

To request that Wildflower Breast Center communicate in a certain manner, you must make your request in writing to the HIPPA Privacy Officer. You do not have to state a reason for your request. Wildflower Breast Center will accommodate all reasonable requests. Your request must specify how or where you wish to be contacted.

We reserve the right to change our practice and to make the new provisions effective for all medical information we maintain. Should our information practices change, we will post the amended Notice of Privacy Practices in our office and on our website. You may request that a copy be provided to you by contacting the HIPPA Privacy Officer.

## **HIPPA PRIVACY OFFICER CONTACT INFORMATION**

Wildflower Breast Center  
ATTN: Dr. Sangeetha Kolluri, Privacy Officer  
2911 Medical Arts Street, Building 3, Suite 3  
Austin, TX 78705  
Phone: (512) 862-1881  
Fax: (512) 862-2433

## **COMPLAINTS.**

If you believe your privacy rights have been violated you may file a complaint with Wildflower Breast Center or with the Office for Civil Rights, U.S. Department of Health and Human Services. To file a complaint with Wildflower Breast Center, contact the Privacy Officer at the address listed above. Your complaint must be filed within 180 days of when you knew or should have known that The act occurred. The address for the Office of Civil Rights is:

*Secretary of Health and Human Services  
Region VI, Office for Civil Rights  
U.S. Department of Health and Human Services  
1301 Young Street, Suite 1169  
Dallas, TX 75202*

All complaints should be written in writing.

**You will not be penalized for filing a complaint.**