

# Gyn Cancer & Pelvic Surgery LLC

Practice limited to Gynecologic Oncology, Reconstructive Pelvic Surgery and Consultative Gynecology

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BOARD CERTIFIED IN GYN ONCOLOGY & OB/GYN

## **NOTICE OF PRIVACY PRACTICES**

At GCPS the privacy of your medical information is important to us. We understand that your medical information is personal and we are committed to protecting it. We create a record of the care and services you receive at our organization. We need this record to provide you with quality care and to comply with certain legal requirements. This notice will tell you about the ways we may use and share medical information about you. We also describe your rights and certain duties we have regarding the use and disclosure of medical information.

### **HIPPA Regulations**

The Health Insurance Portability and Accountability Act or HIPAA does three primary things:

1. It helps standardize and simplify the way healthcare organizations exchange electronic health care data.
2. It provides consumers with additional protections for getting and maintaining health insurance coverage; although, it does not guarantee coverage.
3. It creates security rules to ensure the safety and privacy of individual health information and medical records.

### **HIPPA Ensures the Privacy and Security of Individual Health Information**

HIPAA sets minimum security and privacy standards for healthcare organizations to follow. If a state has more stringent privacy and security laws, then those would be followed instead. In addition, HIPAA sets heavy penalties for violations of these standards and the misuse of personal health information.

### **Defining Individual Health Information**

Every time you go to see a doctor, are admitted to the hospital, fill a prescription or send a claim to an insurance company, a record is made of your confidential health information. This type of information is referred to as individually identifiable health information and is the type of information regulated by HIPAA. It can be in any format -- electronic, paper or oral.

Healthcare providers that collect and manage this type of information are therefore covered by these regulations. HIPAA also regulates this type of information in organizations such as: hospitals, health plans, employers, healthcare clearinghouses, claims processors, and others who conduct administrative and financial healthcare transactions.

### **Added Control Over Health Information**

Under HIPAA, you have new rights to understand and control how your health information is used:

1. **Right to Education** – Healthcare providers and health plans are required to provide you with a clear written explanation of how they intend to use and disclose your information.
2. **Right to Access Medical Records** – You have the right to see and get copies of your medical records, request changes and receive a history of non-routine disclosures of your personal health information.
3. **Right to Consent** – Healthcare providers are required to obtain prior consent before sharing personal health information for purposes other than treatment, payment and healthcare operations.
4. **Right to Recourse** – You have the right to file a formal complaint if you believe that violations of the regulations were made.

If you have any questions about this notice or if you think that we may have violated your privacy rights, please contact us. You may also submit a written complaint to the U.S. Department of Health and Human Services. You may contact us to submit a complaint or submit requests involving any of your rights by writing to our address: Gyn Cancer & Pelvic Surgery, LLC 101 Old Short Hills Road, Suite 400 West Orange, NJ 07052. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services. We will not retaliate in any way if you choose to file a complaint.