

Mid-South Surgeons, PLLC Patient Rights

You have the following rights under State and Federal Law:

Copy of your record: You are entitled to inspect the personal health record Mid-South Surgeons, PLLC has generated about you. We may charge you a reasonable fee for copying and mailing your record.

Release of Records: You may consent in writing to release your records to others, for any purpose you choose. This could include your attorney, employer, or others who you wish to have knowledge of your care. You may revoke this consent at any time, but only to the extent no action has been taken in reliance on your prior authorization. We may charge you a reasonable fee for copying and mailing your record.

Restriction on Record: You may ask us not to use or disclose part of the personal health information. This request must be in writing. Mid-South Surgeons, PLLC is not required to agree to your request if we believe it is in your best interest to permit use and disclosure of the information. The request should be given to the Program Director who will consult with the staff involved in your care to determine if the request can be granted.

Contacting You: You may request that we send information to another address or by alternative means. We will honor such request as long as it is reasonable and we are assured it is correct. We have a right to verify that the payment information you are providing is correct. Due to agency policy, we are not able to provide information by email.

Amending Record: If you believe that something in your record is incorrect or incomplete, you may request we amend it. To do this contact the Privacy Office and ask for the *Request to Amend Health Information form*. In certain cases, we may deny your request. If we deny your request for an amendment you have a right to file a statement you disagree with us. We will then file our response and your statement and our response will be added to your record.

Accounting for Disclosures: You may request a listing of any disclosures we have made related to your personal health information, except for information we used for treatment, payment, or health care operations purposes or that we shared with you and or your family, or information that you gave us specific consent to release. It also excludes information we were required to release. To receive information regarding disclosure made for a specific time period, no longer than six years and after April 14, 2003, please submit your request in writing to our Privacy Officer. We will notify you of the cost involved in preparing this list.

Questions and Complaints: If you have any questions, or with a copy of this policy or have any complaints you may contact our Privacy Officer in writing at our office for further information. You also may complain to the Secretary of Health and Human Services if you believe Mid-South Surgeons, PLLC has violated your privacy rights. We will not retaliate against you for filing a complaint.

Changes in Policy: Mid-South Surgeons, PLLC reserves the right to change its Privacy Policy based on the needs of Mid-South Surgeons, PLLC and changes in State and Federal Law.