

Winfield Surgery & Services



Notice of Privacy Practices Summary

Maintaining privacy of your health information is very important to us. The following is a brief summary of the content of the policy. We encourage you to read the entire *Notice of Privacy Practices* and may request the entire *Notice*. Should you have any questions regarding the *Notice* and its contents please ask.

How We May Use and Disclose Health Information About You. This section describes the different ways we may use or disclose your health information without first obtaining a specific authorization from you. These types of uses and disclosures are specifically permitted by law because it is assumed you would want us to use or disclose your information for these purposes, or because such use or disclosure is recognized as critical to the functioning of our health care system.

Your Rights Regarding Your Health Information. This section describes the following rights you have with respect to your health information and tells you how you may exercise these rights.

- Right to inspect and copy
- Right to request amendment
- Right to and accounting disclosures
- Right to request restrictions on certain uses and disclosures
- Right to request alternative means of communication
- Right to receive a paper copy of our Notice of Privacy Practices

How to File Complaints Concerning Our Privacy Practices. This section tells you what you can do if you believe any of your rights have been violated. You will not be penalized for filing a complaint.