

- VI** Act as responsible information stewards and treat all PHI as sensitive and confidential. Consequently, our practice and its physicians and staff will:
- A. Treat all PHI data as confidential in accordance with professional ethics, accreditation standards, and legal requirements.
 - B. Not disclose PHI data unless the patient (or his or her authorized representative) has properly authorized the release, or the release is otherwise authorized by law.
- VII** Recognize that, although our practice “owns” the medical record, the patient has a right to inspect and obtain a copy of his/her PHI. In addition, patients have a right to request an amendment to his/her medical record if he/she believes his/her information is inaccurate or incomplete. Our physicians and staff will:
- A. Permit patients access to their medical records when their written requests are approved by our practice. If we deny their request, then we must inform the patients that they may request a review of our denial. In such cases, we will have an on-site healthcare professional review the patient’s appeal.
 - B. Provide patients an opportunity to request the correction of inaccurate or incomplete PHI in their medical records in accordance with the law and professional standards.
- VIII** All physicians and staff of our practice will maintain a list of certain disclosures of PHI for purposes other than TPO for each patient and those made pursuant to an authorization as required by HIPPA rules. We will provide this list to patients upon request, so long as their requests are in writing.
- VIV** All physicians and staff of our practice will adhere to any restrictions concerning the use or disclosure of PHI that our patients have requested and have been approved by our practice.
- VV** All physicians and staff of our practice must adhere to this policy. Our practice will not tolerate violations of this policy. Violation of this policy is grounds for disciplinary action, up to and including termination of employment and criminal or professional sanctions in accordance with our practice’s personnel rules and regulations.
- VVI** Our practice may change this privacy notice in the future. Any changes will be effective upon release of a revised privacy policy and will be made available to patients upon request.