



HIPAA PROCEDURE

Re: Patient's Rights regarding Protected Health Care Information.

Under the law, the patient has several rights that Center for Women's Surgery (CWS) is committed to upholding. Those rights include:

- The right for the patient to request restrictions on some of the ways CWS uses and discloses information. These restrictions can go beyond the restrictions already in the law. However, CWS may not always agree to implement these additional restrictions.
- The patient right to receive confidential information. While CWS cannot promise to communicate in every possible way patients might request, they will work with the patient to find a practical way of communicating with the patient in strict confidence if the patient wishes.
- The patient has a right to inspect and get copies of their health care information held by CWS by making a request in writing. CWS, however, may charge a reasonable fee to cover only the cost of providing this information
- The patient has the right to request CWS amend or correct information about them. To make such a change, CWS will ask the patient to make the request in writing with a description of the reason they want the record changed. CWS may not always agree to such requests.
- The patient has a right to a list of CWS disclosures of protected health information that were not authorized by you and the disclosures that were unrelated to treatment, payment and CWS operations.

If the patient has any questions or complaints about the way CWS handles their protected health care information or if the patient believed that their privacy rights have been violated, they must contact the Privacy Officer.