

Preventative Healthcare

NOTICE OF PRIVACY PRACTICES

This notice describes how health information about you may be used and disclosed and how you can get access to this information.

Please review it carefully. The privacy of your health information is important to us.

OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you the notice about our privacy practices our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this notice while it is in effect. This notice takes effect 10/5/2004 and will remain in effect until its replaced.

We reserve the right to change our privacy practices and the terms of this notice at any time, provided such changes are permitted by applicable law. We reserve the right to make the changes in our privacy practices and the new terms of our notice effective for all the health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change the notice available upon request.

You may request a copy of our notice at any time. For more information about our privacy practices, or the additional copies of this notice, please contact us using the information listed and the end of this notice.

USES AND DISCLOSURES OF HEALTH INFORMATION

We use and disclose health information about you for treatment, payment and healthcare operations. For example:

TREATMENT: We may use or disclose your health information to a physician or other healthcare provider involved in your healthcare.

PAYMENT: We may use or disclose your health information to obtain payment for the services that we provided to you.

HEALTHCARE OPERATIONS: We may use or disclose your health information in connection with our healthcare operations. Healthcare operations include: quality assessment and improvement activities, reviewing the competence or qualification of healthcare professionals, evaluation practitioner and provider performance, conducting training programs, accreditation, certification, licensing, or credentialing activities.

YOUR AUTHORIZATION: In addition to your request of your health information for treatment, payment of healthcare operations, you may revoke it in writing any time. Your revocation will not affect any use or disclosure permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this notice.

TO YOUR FAMILY AND FRIENDS: We must disclose your health information to you, as described in the Patient Rights section of this notice. We may disclose your health information to a family member, friend, or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only with your consent.

PERSONS INVOLVED IN CARE: We may disclose health information to notify, assist in the notification of (including identifying or location) a family member, your personal representative or another person responsible for your care, of your location, your general condition or death. If you are present, then prior to use to disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on the determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with a common practice to make reasonable interferences of your best interest in allowing a person to pick up medical supplies, x-rays, or other similar forms of health information.

MARKETING HEALTH-RELATED SERVICES: We will not use your health information for marketing communications without your written authorization.

REQUIRED BY LAW: We may use or disclose your health information when we are required to do so by law.

ABUSE OR NEGLECT: We may use or disclose your health information to appropriate authorities if we reasonable believe that you are a possible victim of abuse, neglect, domestic violence, or possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety of the health of safety of others.

NATIONAL SECURITY: We may disclose to the military authority the health information of Armed Forces personnel under certain circumstances. We may disclose to authorized federal official health information required for lawful intelligence counter intelligence, and other national security activities. We may disclose to correctional institution or law enforcement official having lawful custody of protected health information of inmate or patient under certain circumstances.

APPOINTMENT REMINDERS: We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, text messages, postcards, or letters.)

PATIENT RIGHTS: Access: You have the right to look or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practicably do so. You must make a request in writing to obtain access to your health information. You may obtain a form by using the contact information listed at the end of this notice. We will charge you a reasonable cost-based fee for expenses such as copies and staff time. You may also request access by sending us a letter to the address at the end of this notice. If you request copies, we will charge you \$1.00 for each page, \$25.00 per hour for staff time to locate and copy your health information, and postage if you want the copies mailed to you. If you request an alternative format, we will charge a cost-based fee for providing your health information in that format. If you prefer, we will prepare a summary of an explanation of your health information for a fee. Contact us using the information listed at the end of this notice for a fuller explanation of our fee structure.

DISCLOSURE ACCOUNTING: You have the right to receive a list of instances in which we disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other activities. If you request this accounting more than one in a 12-month period, we may charge you a reasonable, cost-based fee for responding to these requests.

RESTRICTION: You have the right to request that we place additional restrictions on our use of disclosure of your health information. WE are not required to agree to these addental restrictions, but if we do, we will abide by our agreement (except in emergency.)

ALTERNATIVE COMMUNICATION: You have the right to request that we communicate with you about your health information by alternative means or to alternative locations. (You must make a request in writing) Your request must specify the alternative means or location and provide satisfactory explanation how payments will be handled under the alternative means or location you request.

AMENDMENT: You have the right to request that we amend your health information. (Your request must be in writing, and it must explain why the information should be amended.) We may deny your request under certain circumstances.

ELECTRONIC NOTICE: If you receive this notice on our website or by electronic mail (email), you are entitled to receive this notice in written form.

QUESTIONS AND COMPLAINTS:

If you want more information about our privacy practices or if you have any questions or concerns, please contact us. If you are concerned that we may have violated your privacy rights, or disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

Contact Information:

Telephone: 847-879-1034

Fax: 847-879-1035

Address: 44 East Dundee Rd, Palatine, IL 60074

I have read and understand the proceeding and agree to its terms:

Signature: _____ Date: _____