

NOTICE OF PRIVACY PRACTICES

This notice describes how your medical information may be used and disclosed and how you can get access to this information. Please review it carefully.

This notice of Privacy Practices describes how St. Louis Gynecology & Oncology may use and disclose your protected health information (PHI) for purposes of treatment, payment and health care operations, and for other purposes that are permitted or required by law.

St. Louis Gynecology & Oncology, LLC has a legal duty to protect the privacy of health information. It includes information that can be used to identify a patient's past, present or future health or condition, the provision of health care to the patient, or the payment of the health care. We are providing notice to our trading partners, businesses associated and other covered entities about our privacy practices that explains how, when and why we use and disclose PHI. With some exceptions, we may not use or disclose any more PHI than is necessary to accomplish the purpose of the use of disclosure.

We are legally required to follow the privacy practices described in this notice.

I. To obtain payment for treatment.

St. Louis Gynecology & Oncology LLC uses and discloses PHI to insurance companies to obtain payment for medical services provided. This may be done manually by submission of a paper claim to the insurance company or electronically via electronic data interchange.

II. When a disclosure is required by federal, state, or local law, judicial or administrative proceedings, or law enforcement.

III. For public health activities.

In certain circumstances, we may report information about deaths, and various diseases to government officials in charge of collecting that information.

IV. For health oversight activities

For example, we will provide information to assist the government when it conducts an investigation or inspection of a health care provider.

V. For medical research.

VI. To avoid harm.

VII. For specified government functions.

St. Louis Gynecology & Oncology may disclose PHI of military personnel and veterans in certain situations. PHI may be disclosed for national security purposes or conducting intelligence operations.

All other uses and disclosures require prior written authorization.

NOTICE OF PRIVACY PRACTICES

In any other situation not described above, St. Louis Gynecology & Oncology, LLC will ask for written authorization before using or disclosing PHI. This authorization can later be revoked in writing.

RIGHTS REGARDING PHI

I. The right to request limits on uses and disclosure of PHI

You have the right to ask that St. Louis Gynecology & Oncology limit how we use and disclose your PHI. We will consider your request but are not legally required to accept it. If we accept your request, we will put any limits in writing and abide by them except in emergency situations. You may not limit the uses and disclosures that we are legally required or allowed to make.

II. The right to see and get copies of you PHI

III. The right to obtain a list of the disclosures we have made.

You have the right to obtain a list of insurances in which we have disclosed your PHI. The list will not include uses or disclosures that have already been consented to by you such as those made for payment of services rendered. The list also will not include such uses and disclosures made for national security purposes, to corrections or law enforcement personnel or before (our HIPPA compliance date).

IV. The right to receive this notice by email.

Even if you request a notice via e-mail you also have to right to receive a paper copy of this notice.

How to complain about our privacy practices:

If you feel St. Louis Gynecology & Oncology, LLC may have violated your privacy rights, or you disagree with a decision we made about access to your PHI, you may file a compliant with the person listed below. You may also send a written complaint to the Secretary of the Department of Health and Human Services, 200 Independence Avenue SW, Washington, DC 20201

Person to contact for information about this notice or to complain about our privacy practices.

If you have any questions about this notice or any complaints about our privacy practices, or would like to know how to file a complaint with the Secretary of the Department of Health and Human Services, please contact:

Compliance Officer
St. Louis Gynecology & Oncology, LLC
11652 Studt Ave.
St. Louis, MO 63141