

**SKIN CANCER SURGERY CENTER at PLANO DERMATOLOGY**  
**NOTICE OF PRIVACY PRACTICES**

*Eric S. Hollabaugh, MD, Gunjan M. Modi, MD, Michael J. Wells MD, and Edward L. Parry, MD*

**THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.**

**Protecting your privacy:**

Protecting your privacy and your medical information is at the core of our business. We recognize our obligation to keep your information secure and confidential whether on paper or the Internet. At Skin Cancer Surgery Center at Plano Dermatology privacy is one of our highest priorities.

**Keeping your information:**

Keeping the medical and health information we have about you secure is one of our most important responsibilities. We value your trust and will handle your information with care. Our employees access information about you only when necessary to provide treatment, verify eligibility, obtain authorization, process claims and otherwise meet your needs. We may also access information about you when considering a request from you or when exercising our rights under the law or any agreement with you.

We safeguard information during all business practices according to established security standards and procedures, and we continually assess new technology for protecting information. Our employees are trained to understand and comply with these information principles.

**Working to meet your needs through information:**

In the course of doing business, we collect and use various types of information, like name, address, and claims information. We use this information to provide service to you to process your claims and to bring your health information that might be of interest to you.

**Keeping information accurate:**

Keeping your health information accurate and up to date is very important. If you believe the health information we have about you is incomplete, inaccurate or not current, please call or write us at the telephone number listed below. We take appropriate action to correct any erroneous information as quickly as possible through a standard set of practices and procedures.

**How – and why – information is shared:**

We limit who receives information and what type of information is shared.

- Sharing information with ***Eric S. Hollabaugh, MD, Gunjan M. Modi, MD, Michael J. Wells, MD, and Edward L. Parry, MD.***
  - We share information within our company to deliver you the health care services and the related information, as well as, education programs specified in your plan.
- Sharing information with companies that work for us.
  - To help us offer you our services, we may share information with companies that work for us, such as claim processing and mailing companies, and including companies that deliver health education and information directly to you. These companies act on your behalf and are obligated contractually to keep the information that we provide them confidential.
- Other: Patient – specific personally identifiable data is release only when required to provide a service for you and only to those with a need to know, or with your consent. Data is released within the condition that the person receiving the data will not release it further, unless you give permission. If we receive a subpoena or legal process demanding release of any information about you, we will attempt to notify you (unless we are prohibited from doing so). Except as required by law or as described above we do not share information with other parties, including government agencies.

***Eric S. Hollabaugh, MD, Gunjan M. Modi, MD, Michael J. Wells, MD, and Edward L. Parry, MD.*** do not share any customer information with third-party marketers who offer their products and services to our patient.

**Other notices per recent changes to HIPPA rules:**

- If we maintain “psychotherapy note”, the psychotherapy notes will only be used and disclosed with your authorization.
- You the patient have the right to restrict the disclosure of information to your insurer if you are paying out of pocket, in full for the care.
- The sale of protected health information without the express written authorization of you is prohibited, as well as the other uses and disclosures for which the rule expressly requires the individuals’ authorization (i.e., marketing and disclosures of psychotherapy notes, as appropriate).
- We have a duty to notify affected individuals of a breach of unsecured protected health information. According to the new breach notification rules, physicians are required to notify patients if there are breaches of security involving their medical information.
- Patients may ask for a copy of their electronic medical record in an electronic form.
- When individuals pay be cash they can instruct their provider not to share information about their treatment with their health plan.
- The final omnibus rule sets new limits on how information is used and disclosed for marketing and fundraising purposes and prohibits the sale of an individuals’ health information without their permission.

**Count on our commitment to your privacy:** You can count on us to keep you informed about how we protect your privacy and limit the sharing of information you provided to us – whether it is at our office, over the phone, or through the Internet.

**Skin Cancer Surgery Center at Plano Dermatology**

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