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# NORTH EAST MEDICAL SERVICES (NEMS) SUMMARY NOTICE OF PRIVACY PRACTICES

Effective Date: April 14, 2003

THIS IS A SUMMARY OF THE ATTACHED NEMS NOTICE OF PRIVACY PRACTICES, WHICH DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW THIS SUMMARY AND THE ATTACHED FULL NOTICE.

## **OUR PLEDGE TO PROTECT YOUR PRIVACY**

NEMS is committed to protecting the privacy of your medical information. Your care and treatment is recorded in a medical record. To best meet your medical needs, NEMS shares your medical record with health care providers involved in your care, and shares your information, only to the extent necessary, to collect payment for the services provided, to conduct business operations, and to comply with the laws that govern health care. NEMS will not use or disclose your information without your permission unless legally required.

## **WHO WILL FOLLOW THE RULES IN THIS NOTICE**

All NEMS staff and its vendors must follow these rules.

## **YOU HAVE THE RIGHT TO REQUEST IN WRITING TO: (For exceptions, refer to NEMS full notice)**

- Read and/or obtain a copy of your health record except when not allowed (charges may apply);
- Restrict your health information from being shared with certain individuals;
- Correct information that you believe is wrong or add information to your health record;
- Restrict your health information from being used for certain purposes, such as for research;
- Ask NEMS to send copies of your health record to whomever you wish (charges may apply);
- Receive an accounting of disclosure of your medical record by NEMS;
- Ask NEMS to communicate with you in a certain way or at a certain location; and
- Receive a copy of the full version of our Notice of Privacy Practices.

## **NEMS MAY USE AND DISCLOSE MEDICAL INFORMATION ABOUT YOU:**

- To provide you with medical treatment and services;
- To bill and receive payment for the treatment and services you receive;
- For functions necessary to run NEMS and assure that our patients receive quality and care; and
- As required or permitted by law.

## **HEALTH RELATED BENEFITS AND SERVICES**

NEMS may use and disclose medical information to inform you about health-related benefits or services such as announcements about free or reduced fees for special tests. Our Pharmacy Department usually conducts drug consults at the pharmacy window; if you wish, you may ask that your consult be done in a separate, private area.

## **NEMS MAY USE AND DISCLOSE MEDICAL INFORMATION WITHOUT YOUR AUTHORIZATION:**

- For workers' compensation or similar programs;
- For public health activities (e.g., reporting abuse or reactions to medications);
- To health oversight agencies, such as the California Department of Health Services, Federal Department of Health and Human Services, Medicare, Medi-Cal, and private insurance companies;
- In response to a court or administrative order, subpoena, warrant or similar process;
- To law enforcement officials in certain limited circumstances;
- To a coroner, medical examiner or funeral director; and
- To organizations that handle organ, eye, or tissue procurement or transplantation.

The NEMS Notice of Privacy Practices may be revised or updated from time to time. Please review the full Notice for a more detailed description of our privacy practices and your rights regarding your medical information.

**For further information about the full Notice of Privacy Practices, please contact NEMS' Privacy Officer at (415) 391-9686.**