When it comes to your health information, you have certain rights. This section explains your rights and some of our responsibilities to help you.

Your Rights

**Get an electronic or paper copy of your medical record**
- You can ask to see or get an electronic or paper copy of your medical record and other health information we have about you. Ask us how to do this.
- We will provide a copy or a summary of your health information, usually within 30 days of your request. We may charge a reasonable, cost-based fee.

**Ask us to correct your medical record**
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

**Request confidential communications**
- You can ask us to contact you in a specific way (for example, home or office phone) or to send mail to a different address.
- We will try to meet your request unless it isn’t feasible.

**Ask us to limit what we use or share**
- We may say “no” to your request, but we’ll tell you why in writing within 60 days.

**Get a list of those with whom we’ve shared your information**
- We will provide a list “as soon as practicable” after you ask for it.

**Get an accounting of disclosures**
- We can give you a list (accounting of the times we’ve shared your health information for years prior to the date you ask, who we shared it with, and why).
- We will provide one accounting a year for free but will charge a reasonable, cost-based fee if you ask for another one within 12 months.

**File a complaint if you believe your privacy rights have been violated**
- We will not disclose any information relating to the complaint.
- We will provide you with a paper copy promptly.

**Choose someone to act for you**
- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices about your health information.

**In the case of fundraising**
- We may use and share your health information for fundraising purposes. We can only give information about you to raise funds if you don’t ask us not to.

**In the case of religious organizations**
- We can share information about you to religious organizations that serve your organization.

**In the case of social worker**
- We can share information about you to your social worker if you ask us to.

**In the case of domestic violence**
- We can share information about you if your abuser has no access to it.

**In the case of organ, eye, or tissue donation requests**
- We can share health information about you with organ procurement organizations.

**In the case of funeral arrangements**
- We can share information about you with an individual designated as your agent of designation or your funeral director.

**In the case of health oversight agencies**
- We can share information about you with health oversight agencies for activities authorized by law.

**In the case of threats to health or safety**
- We can share information about you when necessary.

**In the case of a hospital directory**
- We can include your information in a hospital directory.

**In the case of a disaster relief situation**
- We can share information about you with your family and friends.

**In the case of workers’ compensation claims**
- We can share information about you for workers’ compensation claims.

**For special government functions**
- We can share information about you for special government functions such as military, national security, and presidential protective services.

***Your Choices***

**You have some choices in the way that we use and share information as we:**
- **Tell family and friends about your condition.**
- Include you in a hospital directory.
- Provide medical education.
- Include your health information in certain government-sponsored health care programs.
- Share your information with certain health care organizations.

**Our Uses and Disclosures**

We may use and share your health information as we:
- **Treat you.**
- **Care for you.**
- **Provide you with services.**
- **Help with public health and safety issues.**
- **Do research.**
- **Comply with the law.**
- **Respond to your requests.**
- **Maintain internal operations.**
- **For workers’ compensation claims.**
- **For law enforcement purposes or with a law enforcement official.**
- **With health oversight agencies for activities authorized by law.**
- **For Special government functions such as military, national security, and presidential protective services.**

***How do we typically use or share your health information?***

We typically use or share your health information in the following ways.

**Treat you**
- We use or share your health information to provide care and improve your health.

**Bill for your services**
- We use or share your health information to bill and get payment from health plans or other entities.

**Run our organizations**
- We use or share your health information to run our practice, provide other services, and improve the quality and safety of our services.

**Help with public health and safety issues**
- We use or share your health information to prevent or control disease, injury, or disability.

**Discuss your care and treatment with others**
- We use or share your health information to other health care providers involved in your care.

**Our Responsibilities**

- We are required by law to maintain the privacy and security of your protected health information.