

## YOUR HEALTH INFORMATION & PRIVACY RIGHTS AS REQUIRED BY HIPAA

(The Health Insurance Portability and Accountability Act of 1996) with revisions

Keeping your personal health information (PHI) private is not only a priority for CNY Diagnostic Imaging, it's the law! You are entitled to receive a copy of our entire Notice of Privacy Practices available upon request. It is also posted on the wall in each of our offices. The Notice details your privacy rights and tells you how we can use your health information.

### UNDER HIPAA LAW, YOU MAY:

- Ask for a copy of your health information. Your health information must be given to you within 30 days, but this can be extended for another 30 days under certain circumstances.
- Ask for corrections or additions to your health information. You can ask to change wrong information or add information if you feel your file is incorrect or incomplete. We may deny your request and you may appeal.
- Receive notice on how your health information is used and shared. You can ask for a copy of this Privacy Notice at any time.
- Decide to whom we may share or not share your information. We will ask you to complete an authorization form.

### IN SOME CASES WE CAN RELEASE OR REQUEST INFORMATION ABOUT YOU.

- **Treatment-** We will use and disclose your health information to provide, coordinate or manage your health care with other physicians, hospitals and health-related organizations.
- **Operations-** To conduct our usual internal activities and business, we may use your health information for quality assurance, training, accreditation, auditing, and general administrative purposes.
- **Payment-** We will use your health information to receive payment (commercial or governmental). **Note:** If you elect to pay for your service in full out of pocket, in spite of having health coverage, you can request that we not send that specific health information to your health plan.
- **Compelled-** In some cases, we may be compelled by law to release your health information.

### WHO MUST FOLLOW THIS LAW:

Doctors, nurses, pharmacies and other health care providers that capture and manage health information are obliged to follow the HIPAA law.

### THE RIGHT TO FILE A COMPLAINT

If you believe your health information was used or shared in a way that is not allowed under the privacy law or if you are not able to exercise your rights, you can file a complaint with CNY Diagnostic Imaging's Privacy Officer. You can also file a complaint with the US Government. You will not be penalized for filing a complaint.

### CHANGES TO THIS NOTICE OF PRIVACY PRACTICES

As obliged by law, we may need to change this Notice of Privacy Practices. Our intent is to fully comply with HIPAA, a very complicated and frequently misinterpreted law. You may experience different interpretations of this law as you travel from office to office. We will do our best to comply!

For any privacy questions or concerns please contact our Privacy Officer: (315)CNY-XRAY (269-9729), info@cnyimaging.com.

You can learn more, including how to file a complaint with the U.S. Government at:  
<http://www.hhs.gov/ocr/privacy/hipaa/understanding/consumers/index.html>

**The U.S. Department of Health & Human Services**

Office of Civil Rights, 200 Independence Avenue, S.W., Washington, D.C. 20201 • 877-696-6775

*This notice is effective as of April 2003 and is subsequently amended from time to time, most recently September 2013.*